OISE/UT LIBRARY
3 0005 0314 8210 5

Correspondence Courses/ Cours par correspondance 1977-1978

ohec
374.4713
059DE/C
1977/78

Ministry of Education

Ministère de l'Éducation

Hon. Thomas L. Wells
Minister

Thomas L. Wells
Ministre

Correspondence Courses/ Cours par correspondance 1977-1978

Correspondence Education Branch/
Direction de l'enseignement par correspondance
909 Yonge Street
Toronto, Ontario M4W 3G2
(416) 965-2657

Contents/ Table des matières

5 **Introduction**

6 **Elementary School Program/Programme offert au palier élémentaire**
Children/Enfants
Adults/Adultes

9 **Secondary School Regular Program/ Programme régulier d'études secondaires**

10 **Admission Requirements and Procedures/Conditions d'admission et modalités d'inscription**
Adults/Adultes
Students under sixteen/Élèves âgés de moins de 16 ans
Ontario residents temporarily absent from the province/Personnes domiciliées en Ontario mais temporairement absentes de la province

12 **Information for Students/ Renseignements à l'intention des élèves**
Provision of materials, texts, and supplies/ Matériel, manuels et fournitures
Submission and evaluation of assignments/ Soumission et correction des devoirs
Achieving credit/Crédits
Continuity of studies/Reprise des études
Post-secondary objectives/Préparation aux études postsecondaires

14 **Certificates and Diplomas/Certificats et diplômes**
Certification/Certificats
Secondary School Graduation Diploma/ Diplôme d'études secondaires
Secondary School Honour Graduation Diploma/Diplôme d'études secondaires supérieures
Statement of achievement/Relevé des résultats

16 **Day-School Students Program/ Programme offert aux élèves des écoles secondaires**

19 **Course Descriptions/Description des cours**
20 Course Codes/Code des cours
21 List of Courses/Liste des cours
24 Business Studies
27 English
30 Français
32 French and German
34 Geography
36 History and Social Sciences
39 Latin
41 Mathematics
47 Science
51 Technical Subjects
53 Visual Arts

Digitized by the Internet Archive
in 2025 with funding from
University of Toronto

https://archive.org/details/correspondenceco00onta_8

Introduction

The Ministry of Education is the major agency through which the Government of Ontario discharges its constitutional responsibilities with regard to the general education of the people of Ontario. The Ministry fosters a wide range of opportunities in order to enable all individuals, whether of school age or beyond, in school or out of school, to experience a worthwhile education and to have access to further educational experience consistent with their needs and the needs of society.

The Ministry offers residents of Ontario a program of elementary and secondary school correspondence courses, available free of charge throughout the year. A large number of school-age and adult students with varying backgrounds and objectives benefit from this opportunity: mature students who wish to further their education, complete secondary school, gain admission to university, college, or training courses, or earn promotion in their employment; persons who wish to study for individual satisfaction subjects related to their interests, hobbies or employment; Senior Division public secondary school students who wish to supplement their school programs; students temporarily absent from the province who wish to maintain continuity in their education; students who are unable to attend school for medical reasons or because of distance from school.

Counsellors are available to advise applicants and enrolled students in course selection, in diploma requirements, in career planning and in post secondary educational opportunities. Those in need of assistance are invited to write, telephone or visit the Correspondence Education Branch, 909 Yonge Street, Toronto, Ontario M4W 3G2.

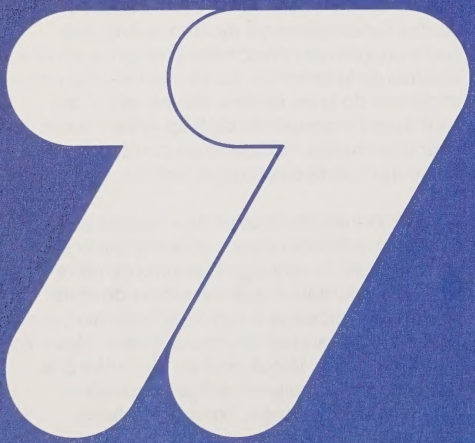
Introduction

Le ministère de l'Éducation est le principal organisme par l'intermédiaire duquel le gouvernement de l'Ontario se décharge de ses responsabilités constitutionnelles ayant trait à l'éducation générale des Ontariens. Le Ministère s'efforce de donner à tous les habitants de la province, quel que soit leur âge, qu'ils aillent à l'école ou non, toutes les chances possibles d'acquérir une éducation solide et de poursuivre leurs études selon leurs besoins et ceux de la société.

Le Ministère offre donc aux personnes domiciliées en Ontario un programme de cours par correspondance aux paliers élémentaire et secondaire. Un programme complet de matières correspondant aux cours élémentaires de la 1re à la 8e année est offert en français et en anglais. Au palier secondaire, les élèves de langue française peuvent suivre des cours de français qui s'échelonnent de la 9e à la 13e année. Tous les autres cours au palier secondaire sont dispensés en anglais. Ces cours sont gratuits et offerts toute l'année. Un grand nombre d'élèves et d'adultes aux antécédents et aux objectifs très variés profitent des cours par correspondance : adultes qui désirent améliorer leur éducation, terminer leurs études secondaires, s'inscrire à l'université, au collège ou à un cours de formation, ou encore obtenir une promotion au travail; personnes qui désirent étudier, pour leur satisfaction personnelle, divers sujets qui les intéressent particulièrement; élèves du cycle supérieur des études secondaires qui désirent suivre des cours supplémentaires; élèves temporairement absents de la province, qui souhaitent assurer la continuité de leurs études; élèves, enfin, qui sont dans l'impossibilité de fréquenter l'école pour des raisons médicales ou parce qu'ils demeurent dans des régions isolées.

Les personnes désireuses de s'inscrire aux cours par correspondance et celles qui le sont déjà peuvent se renseigner auprès de notre service d'orientation quant au choix de leurs cours, aux modalités à suivre, à l'obtention des diplômes et aux programmes d'études. Nous les invitons à écrire, téléphoner ou se rendre à la Direction de l'enseignement par correspondance, 909, rue Yonge, Toronto (Ontario) M4W 3G2.

Elementary School Program/Programme offert au palier élémentaire



Children
Elementary school correspondence courses from grades 1 to 8 are available to Ontario children who are unable to attend school. Lessons are supplied and corrected free of charge. Answer papers are provided free to all pupils. Textbooks are provided on loan free of charge, but must be returned when pupils complete or discontinue the courses for which the books have been provided.

A child living in Ontario who is six years of age or over but under the age of sixteen, and who is unable to attend school for a period of three months or more is eligible for enrolment. A child who normally resides in Ontario but is temporarily living outside Canada and is unable to attend a school in which the Ontario curriculum is taught is eligible for enrolment. Since enrolment while living outside Canada cannot be continued indefinitely, eligibility will be reconsidered when parents request that a child's enrolment be continued into another grade. Absence for a period in excess of three years can rarely be regarded as temporary absence from the province and cannot be used as a reason for continued enrolment.

Parents wishing to apply for elementary school enrolment for a child should complete Application Form A and return it together with the child's last school report and a medical certificate if the child is not well enough to attend school, or a recommendation for enrolment from the senior educational officer for the area if distance is the reason for the child not being able to attend school. The certificate or recommendation must state the reason for non-attendance and the length of time the child will be absent from school. No certificate or recommendation is required for children going abroad.

A parent applying for enrolment of a child temporarily residing outside Canada must supply the name and address of a person in Ontario who will act in a liaison capacity and assume the responsibility of forwarding books and lessons. All material from this office will be addressed to this person. Applicants should

Enfants
Des cours de la 1re à la 8e année sont offerts aux enfants de langue française qui résident en Ontario et ne peuvent pas fréquenter l'école. Les leçons et les devoirs sont fournis et corrigés gratuitement. Nous donnons aussi le papier à chaque élève. Les manuels scolaires sont prêtés gratuitement et doivent être rendus lorsqu'un cours est terminé ou abandonné.

Tout enfant âgé de six ans ou plus, mais de moins de 16 ans, qui réside en Ontario et ne peut pas aller à l'école pendant trois mois ou plus, peut faire une demande d'inscription. Tout enfant qui est domicilié en Ontario mais réside temporairement à l'étranger et qui, de ce fait, se trouve dans l'impossibilité de fréquenter une école où sont offerts les programmes d'études de l'Ontario, peut également s'inscrire à des cours par correspondance. Puisque les élèves qui résident en dehors du Canada ne peuvent suivre ces cours indéfiniment, leur admissibilité sera considérée à nouveau au moment où les parents voudront renouveler l'inscription de leur enfant à la classe suivante. Toute absence de plus de trois ans peut rarement être considérée comme une absence temporaire de la province et ne saurait justifier le renouvellement de l'inscription.

Les parents qui désirent inscrire leur enfant au palier élémentaire sont priés de remplir la formule B et de la retourner accompagnée du dernier bulletin scolaire de l'enfant et soit d'un certificat médical dans le cas où l'état de santé de l'enfant ne lui permet pas de fréquenter une école, soit de la recommandation de l'agent principal d'éducation de la région lorsque l'enfant ne peut se rendre à l'école à cause de la distance qui le sépare de l'établissement scolaire. Indiquer sur le certificat ou sur la recommandation, suivant le cas, la raison et la durée éventuelle de l'absence. Seul le bulletin scolaire est exigé dans le cas d'un enfant qui part pour l'étranger.

Les parents qui font une demande d'inscription pour leur enfant résidant temporairement à l'étranger doivent donner le nom et l'adresse d'un agent de liaison en Ontario. Les leçons,

instruct the liaison person to rewrap the material, print the pupil's foreign address and the return address on the parcel, prepare a customs declaration form, and pay sufficient postage to carry the material to its foreign destination.

Children can begin a course at any time. Those in good health should spend as much time on their studies each day as they would normally while attending school. In this way, they will be able to keep up with the daily assignment and complete the work of an entire grade in a year. If enrolment is to be continued into the next grade, parents can request lessons and supplies ahead of time to ensure that they will be received before they are needed.

Pupils living in Ontario and enrolled in correspondence courses must submit lessons for correction. Those living outside Canada are advised to do so if at all possible. Although mailing delays may diminish the value of teachers' comments and corrections, children gain satisfaction and encouragement from personal contact with a teacher and from winning recognition for their work. Each student who completes a grade satisfactorily earns a certificate of promotion. Parents should note that lessons sent in for marking must contain all assignments in every subject, unless they have requested the omission of certain subjects that they consider unnecessary under the circumstances.

Adults
Applicants who have not completed elementary school and who wish to do some elementary school work to prepare for enrolment in secondary school courses should use Form C to apply for English E130 (described on page 27), or English E160 (described on page 27), or Mathematics M160 (described on page 45).

manuels et autres fournitures scolaires seront envoyés à cette personne qui se chargera de les leur transmettre. Il appartient aux parents de faire connaître leurs instructions à l'agent de liaison sur la façon de rempaqueter le matériel scolaire, d'inscrire sur le paquet l'adresse de l'élève à l'étranger et celle de l'expéditeur, de remplir une déclaration de douane et d'affranchir le paquet selon son poids et sa destination.

Les élèves peuvent commencer un cours à n'importe quel moment de l'année scolaire. Ceux qui jouissent d'une bonne santé devraient passer, chaque jour, le même temps à leurs études que s'ils fréquentaient l'école. Ils réussiraient ainsi à se maintenir à jour et à couvrir leur programme en une année. Si les parents ont l'intention de renouveler l'inscription de leur enfant à la classe suivante, ils peuvent demander à l'avance que les leçons et les fournitures nécessaires leur soient expédiées pour éviter toute perte de temps.

Les élèves demeurant en Ontario qui sont inscrits aux cours par correspondance doivent renvoyer leurs devoirs pour les faire corriger. Ceux qui résident à l'étranger sont invités à faire de même dans la mesure du possible. Bien que les délais postaux réduisent de beaucoup la valeur des remarques et des corrections de l'enseignant, les élèves gagnent à être suivis, encouragés et félicités. L'élève qui termine son année scolaire avec succès reçoit un certificat l'autorisant à passer dans la classe suivante. Le travail à faire corriger doit comprendre les devoirs correspondant à chaque matière, à moins que les parents n'aient exprimé le désir que certaines matières, qu'ils ne considèrent pas nécessaires dans ce cas, soient omises.

Adultes
Les personnes qui n'ont pas terminé l'école élémentaire mais qui désirent suivre quelques cours à ce niveau avant de se faire inscrire au palier secondaire doivent utiliser la formule C pour s'inscrire à un des cours suivants : *Français 8e année, English E130* (description page 27), *English E160* (description page 27), *Mathematics M160* (description page 45).

Secondary School Regular Program/ Programme régulier d'études secondaires

Admission Requirements and Procedures

Adults
Correspondence courses are available to Ontario residents who are Canadian citizens or landed immigrants. Applicants must be beyond compulsory school age and not enrolled in public secondary school day classes.

Education by correspondence allows independence and individuality with respect to course selection and program planning, flexibility with starting and completion dates, and freedom with time and place of study. This makes correspondence education suitable for thousands of adults seeking further education for a variety of reasons.

Each applicant will enrol in one course at the time of initial registration. Enrolment in additional courses can be requested by students whose educational objectives, available time, and progress in correspondence course studies make such enrolment advisable.

Adults who wish to enrol should study the material in this calendar, complete Application Form C, and submit it to the Correspondence Education Branch. Those applying within three months of leaving school must obtain and submit with their application the recommendation of the school principal.

Students under sixteen
Correspondence courses are available to Ontario residents of compulsory school age who are not in attendance at school because of extended illness or distance from school. Courses can also be provided on the request of the early school-leaving committee of a school board. The reasons most frequently given for seeking enrolment are illness or distance from school.

The parent or guardian of a child under sixteen who is ill or distant from school should request the child's enrolment in secondary school courses by completing Application Form C and submitting it to the Correspondence Education Branch with evidence of the child's legal absence from school.

Conditions d'admission et modalités d'inscription

Adultes
Les cours par correspondance sont offerts à toutes les personnes domiciliées en Ontario qui ont le statut de citoyen ou d'immigrant reçu, ont dépassé l'âge de la scolarité obligatoire et ne sont pas inscrites à des cours de jour dans les écoles secondaires publiques.

L'enseignement par correspondance permet à chacun de choisir ses cours et de planifier son programme d'études, de commencer et terminer un cours quand il peut, d'étudier où et quand il veut. C'est donc le moyen par excellence pour de nombreux adultes de continuer à s'instruire.

Chaque élève s'inscrit initialement à un cours. Il peut néanmoins s'inscrire par la suite à d'autres cours si ses ambitions scolaires, le temps dont il dispose et ses progrès justifient cette décision.

L'adulte qui désire s'inscrire à un cours est prié d'étudier le contenu de cette brochure, de remplir la formule C et de l'envoyer à la Direction de l'enseignement par correspondance. Les personnes qui font une demande dans les trois mois suivant leur départ de l'école doivent obtenir la recommandation du directeur de leur école et la joindre à la demande.

Élèves âgés de moins de 16 ans
Les cours par correspondance sont offerts à toutes les personnes domiciliées en Ontario qui ont l'âge de la scolarité obligatoire et ne fréquentent pas une école pour des raisons de santé, à cause de leur éloignement de l'école ou parce que le comité des départs scolaires prématurés du conseil scolaire leur a demandé de suivre ces cours. Ceux qui veulent s'y faire inscrire citent le plus souvent des raisons de santé ou leur éloignement de l'école.

Les parents ou le tuteur d'un enfant de moins de 16 ans qui est malade ou loin de l'école doivent, s'ils veulent le faire inscrire à des cours au palier secondaire, remplir la formule C et l'envoyer à la Direction de l'enseignement par correspondance, accompagnée d'un document prouvant que l'enfant est légalement dispensé de l'école.

Ontario residents temporarily absent from the province

Correspondence courses are available to adults who normally reside in Ontario and will be temporarily absent from the province (for a period not longer than three years). Children of school age normally resident in Ontario can be enrolled while temporarily absent from Canada.

An applicant who will be leaving Canada must provide the name and address of an Ontario resident who will act as a liaison person and assume responsibility for forwarding books, lessons, and marked assignments. The duties of this person are outlined at the time of the student's enrolment. Members of the Canadian Forces enrolled in correspondence courses while on overseas duty can arrange to have their lessons and textbooks forwarded from a Canadian Forces post office in Canada.

Before leaving Canada, a prospective applicant should study this calendar and complete Application Form F and submit it to the Correspondence Education Branch. If possible, applicants should visit the Correspondence Education Branch before leaving the country in order to discuss their program with staff members and obtain the appropriate lessons and textbooks.

Personnes domiciliées en Ontario mais temporairement absentes de la province

Les cours par correspondance sont offerts aux adultes résidant normalement en Ontario mais temporairement absents de la province. (La période d'absence ne doit pas dépasser trois ans.)

Toute personne intéressée s'apprêtant à quitter le Canada doit laisser le nom et l'adresse d'une personne domiciliée en Ontario qui servira d'agent de liaison et lui transmettra livres, leçons et devoirs corrigés. L'agent de liaison prend connaissance de ses fonctions au moment de l'inscription de l'élève. Les membres des Forces armées canadiennes inscrits à des cours par correspondance pendant leur séjour à l'étranger peuvent prendre des dispositions pour que leurs leçons et leurs manuels leur soient envoyés à partir d'un bureau de poste des Forces armées.

Toute personne qui désire s'inscrire à des cours au palier secondaire doit étudier cette brochure, remplir la formule F et l'envoyer à la Direction de l'enseignement par correspondance. Nous invitons les personnes qui ont fait une demande d'inscription à visiter les bureaux de la Direction avant de quitter le pays afin de discuter de leur programme avec les responsables des cours par correspondance et obtenir les leçons et manuels appropriés.

Information for Students

Provision of materials, texts, and supplies
Once an application has been approved, the student is enrolled and provided with an initial set of materials. These materials include lessons, textbooks, and kits of learning materials. (Grade 13 students must obtain their own textbooks.) Further lessons and learning materials are supplied automatically as the student progresses through the course. Texts and kits are provided to students free of charge, and must be returned to the Correspondence Education Branch on completion or termination of the course concerned.

Submission and evaluation of assignments
The success of studies conducted by correspondence depends on the careful study of lesson materials, the regular completion and submission of assignments, and the constructive use of teachers' comments and suggestions.

As soon as the assignments for a lesson have been completed, the student should mail them to the Correspondence Education Branch and proceed with the next lesson without waiting for the return of evaluated assignments. Students are assigned to a correspondence course associate teacher for each course in which they are enrolled. The associate teachers are secondary school teachers located in various communities throughout the province. They evaluate the work that students submit and give assistance and advice.

Achieving credit
Students in the regular program earn credit for a grade 9 or 10 course by completing lesson assignments. The final mark is based on the assignments. There are no tests for these courses.

Renseignements à l'intention des élèves

Matériel, manuels et fournitures
Dès qu'une demande est approuvée, l'élève est inscrit et on lui prête un jeu initial de matériel contenant leçons, manuels et trousses d'apprentissage. (Les élèves de la 13e année doivent se procurer leurs propres manuels.) On remet automatiquement à l'élève d'autres leçons et matériel à mesure qu'il progresse. Manuels et trousses sont fournis gratuitement à l'élève et doivent être renvoyés à la Direction de l'enseignement par correspondance une fois le cours terminé.

Soumission et correction des devoirs
Pour que l'enseignement par correspondance lui soit profitable, l'élève doit bien étudier les leçons, faire ses devoirs, les soumettre régulièrement, et tenir compte des remarques et des suggestions de l'enseignant.

Aussitôt que les devoirs correspondant à une leçon sont terminés, l'élève doit les envoyer à la Direction de l'enseignement par correspondance et passer à la leçon suivante sans attendre que les devoirs corrigés lui soient renvoyés. Chaque élève relève d'un enseignant adjoint à la Direction de l'enseignement par correspondance pour chacun des cours auquel il est inscrit. Ces professeurs enseignent dans des écoles secondaires de la province. Ils évaluent le travail que les élèves soumettent, les aident et leur donnent des conseils.

Crédits
Les élèves du programme régulier obtiennent des crédits de 9e et 10e année en faisant les devoirs prescrits. La note finale se base sur les devoirs prescrits. Aucun examen n'est requis à ce niveau.

Students earn credit for a grade 11, 12 or 13 course by completing lesson assignments and writing a final supervised test. The final mark is based on both the assignments and the test. Students who for medical or other justifiable reasons wish consideration for exemption from the final test should write to the Registrar giving evidence in support of their request. In the 1977-78 year, all correspondence education students born in 1928 or earlier are exempted from writing supervised tests.

The final test is supervised by a correspondence course supervisor in the student's locality. On request, arrangements can be made for writing final tests at the Correspondence Education Branch office. Students living outside Ontario are asked to submit the name of a professional person to the Correspondence Education Branch office for approval as supervisor.

Continuity of studies
Students can begin courses at any time of the year. While regular submission of assignments is desirable, the flexibility of correspondence education makes it possible for a student to interrupt studies if necessary, and to resume studies at the point where they were interrupted.

Post-secondary objectives
Students whose objective is to gain admission to an institution of post-secondary education should consult officials of the institution to find out what standing or diploma is required, the particular subjects that are obligatory, and the special provisions that exist for the admission of mature students.

Horizons, an annual publication of the Ministry of Colleges and Universities, is a guide to educational opportunities in Ontario beyond the secondary-school level. It is available from the Information Branch, Ministry of Colleges and Universities, 6th floor, Mowat Block, Queen's Park, Toronto, Ontario M7A 1B9.

Les élèves obtiennent des crédits de 11e, 12e et 13e année en faisant les devoirs prescrits et en passant à la fin du cours un examen écrit surveillé. La note finale se base à la fois sur les devoirs prescrits et sur l'examen. Les élèves qui, pour des raisons médicales ou autres, veulent se faire exempter de l'examen, doivent écrire au secrétaire de la Direction de l'enseignement par correspondance et justifier leur demande. Pour l'année scolaire 1977-78, tous les élèves des cours par correspondance nés en 1928 ou avant cette date sont exemptés des examens. L'élève passe l'examen final dans sa localité, sous la surveillance d'une personne désignée à cet effet. Les examens finals peuvent être passés sur demande au bureau de la Direction de l'enseignement par correspondance. Les élèves qui résident hors de l'Ontario sont priés de désigner une personne qui exerce une profession libérale pour les surveiller lors de l'examen et de soumettre son nom pour approbation au bureau de la Direction de l'enseignement par correspondance.

Reprise des études
Les élèves peuvent commencer un cours quand il leur convient. Bien qu'il soit souhaitable de soumettre les devoirs régulièrement, la souplesse de l'enseignement par correspondance permet à l'élève d'interrompre ses études, si nécessaire, et de les reprendre plus tard.

Préparation aux études postsecondaires
Les élèves qui désirent s'inscrire à un établissement d'enseignement postsecondaire doivent se renseigner auprès des responsables de l'établissement sur le niveau d'études ou les diplômes exigés, les matières obligatoires et les stipulations spéciales régissant l'admission des adultes.

Tour d'horizon, une publication annuelle du ministère des Collèges et Universités, donne une idée des possibilités offertes au niveau postsecondaire en Ontario. On peut en obtenir un exemplaire à la Direction de l'information, ministère des Collèges et Universités, 6e étage, édifice Mowat, Toronto (Ontario) M7A 1B9.

Certificates and Diplomas

Certificats et diplômes

Certification
Credits are awarded when the student achieves standing in a correspondence course. Certificates issued by the Correspondence Education Branch have the same validity as those issued by Ontario secondary schools.

A certificate for completion of a correspondence course at the secondary-school level states the credit value of the certificate towards the Secondary School Graduation Diploma or Honour Graduation Diploma. When the student has earned through correspondence courses the last credit needed to meet Secondary School Graduation Diploma or Honour Graduation Diploma requirements, a diploma is issued by the Director of the Correspondence Education Branch or by the principal of the school concerned.

Diplomas issued by the Correspondence Education Branch and the credits for the diplomas which have been earned through correspondence studies are reported to the Ministry's Information Systems and Records Branch.

Qualifying students are recommended for designation as Ontario Scholars.

Secondary School Graduation Diploma
A student can fulfil the requirements for the Ontario Secondary School Graduation Diploma by accumulating credits through Ministry of Education correspondence courses, in an Ontario secondary school (day or evening program), in an inspected Ontario private school, or in a combination of these programs.

A student who is at least eighteen years of age and who has withdrawn from school for a period of at least one year can be granted equivalent credits for maturity and length of time out of school, for the successful completion of courses which are not normally identified as secondary school courses, and for the successful completion of each period of an apprenticeship training program. Equivalent credits granted are added to other credits the student has accumulated.

Certificats
L'élève reçoit des crédits pour un cours qu'il a suivi et réussi. Les certificats que décerne la Direction de l'enseignement par correspondance ont la même valeur que ceux qui sont décernés par les écoles secondaires de l'Ontario.

Un tel certificat donne la valeur en crédits du cours en vue de l'obtention du diplôme d'études secondaires ou du diplôme d'études secondaires supérieures. Quand l'élève a obtenu le dernier crédit nécessaire à l'obtention du diplôme d'études secondaires supérieures en suivant des cours par correspondance, le directeur de l'enseignement par correspondance ou le directeur de l'école lui décerne son diplôme.

La Direction des systèmes et des dossiers informatiques garde un dossier des diplômes décernés par la Direction de l'enseignement par correspondance ainsi que des crédits obtenus par l'élève en vue d'un diplôme.

Les élèves méritants sont proposés pour la récompense du mérite scolaire de l'Ontario.

Diplôme d'études secondaires
Pour satisfaire aux exigences du diplôme, l'élève peut accumuler des crédits en suivant les cours par correspondance du ministère de l'Éducation, en fréquentant une école secondaire de l'Ontario (cours de jour ou du soir), en suivant des cours dans une école privée inspectée ou en combinant ces divers moyens.

L'élève âgé d'au moins 18 ans, qui ne fréquente plus l'école depuis un an au minimum, peut obtenir des crédits en raison de sa maturité et du temps qu'il a passé en dehors de l'école; pour avoir terminé avec succès des cours n'étant pas normalement reconnus comme des cours du palier secondaire; pour avoir terminé avec succès chaque période de formation professionnelle. Les crédits obtenus s'ajoutent à ceux que l'élève possède déjà.

A correspondence education student can obtain information about necessary credits towards a Secondary School Graduation Diploma by writing to the Registrar of the Correspondence Education Branch and submitting official records and other relevant information. An assessment can be deferred until the student has made progress in correspondence course study.

Secondary School Honour Graduation Diploma
The requirements for the Secondary School Honour Graduation Diploma are met through the accumulation of six Ontario secondary school grade 13 credits. These credits may be obtained through studies completed through the Ontario Ministry of Education Correspondence Courses, in Ontario secondary schools or inspected private schools, or in a combination of these programs. No equivalent credits are granted for this diploma.

Statement of Achievement
On the request of a student, the Registrar of the Correspondence Education Branch will issue a statement of achievement indicating the courses completed, final marks, and the credit value of the courses. The student can request a progress report in a course in which a significant part of the required work has been completed and evaluated (at least ten lessons in a twenty-lesson course, and at least five lessons in a ten-lesson course).

Les élèves qui suivent des cours par correspondance peuvent se renseigner sur les crédits nécessaires à l'obtention du diplôme d'études secondaires en écrivant au secrétaire de la Direction de l'enseignement par correspondance et en lui envoyant les dossiers officiels et les renseignements appropriés. On attend quelquefois pour en faire l'évaluation que l'élève ait progressé dans ses études par correspondance.

Diplôme d'études secondaires supérieures
Pour satisfaire aux exigences du diplôme d'études secondaires supérieures, l'élève doit accumuler six crédits de la 13e année du programme d'études de l'Ontario. Il peut obtenir ces crédits en suivant des cours par correspondance du ministère de l'Éducation, des cours de 13e année dans une école secondaire de l'Ontario ou dans une école privée inspectée, ou encore une combinaison de ces cours. On n'accorde pas d'équivalence de crédits pour ce diplôme.

Relevé des résultats
Le secrétaire de la Direction de l'enseignement par correspondance remet à l'élève qui en fait la demande un relevé de ses résultats indiquant les cours terminés, les notes reçues et le nombre de crédits obtenus pour ces cours. L'élève peut demander un rapport sur ses progrès dans un cours si une assez grande partie des travaux exigés pour ce cours a été remise et corrigée (au moins 10 leçons pour un cours de 20 leçons et 5 pour un cours de 10 leçons.)

Day-School Students Program/Programme offert aux élèves des écoles secondaires

Day-School Students Program

A student enrolled in grade 11, 12, or 13 in a public secondary school who has been granted a minimum of 10 credits prior to the date of application may be eligible to take a correspondence course while enrolled at school. The educational studies of a student in attendance at a secondary school are the responsibility of the principal of that school. On the written recommendation of the principal, the Director of the Correspondence Education Branch can admit an eligible secondary school student to one of the following courses if the student is not able to take the course at school: any correspondence course with a code beginning with 3, 4 or 5, plus English E111, English E211, Français f151, Français f251, French F103, French F203, Typewriting I, TY102, Typewriting II, TY200, Latin L211, Art A200, Drafting D202. Other grade 9 and grade 10 correspondence courses are not offered to public secondary day-school students.

Application Form D is available from the school attended by the student. The completed form, together with a copy of the student's complete secondary school record, a list of courses in the student's current program at school, and a written recommendation for enrolment from the principal, must be submitted to the director of the Correspondence Education Branch for approval. The signature of a parent or legal guardian is required for an applicant under eighteen years of age.

It is expected that before the student initiates a request for enrolment and the principal approves the request, both will give careful consideration to its appropriateness in light of the student's previous achievement, educational objectives, motivation, and available time.

Initially, a day-school student will be enrolled in only one course. A request for an additional course can be made after all of the lesson assignments in the first course have been

Programme offert aux élèves des écoles secondaires

Un élève inscrit dans une école secondaire publique en 11^{e}, 12^{e} ou 13^{e} année peut être admis à suivre un cours par correspondance. Le directeur de l'école est alors chargé des études de l'élève. Le directeur de l'enseignement par correspondance, sur la recommandation écrite du directeur d'école, peut admettre un élève de 11^{e}, 12^{e} ou 13^{e} année à l'un des cours suivants, si l'élève est dans l'impossibilité de suivre ce cours à l'école :

1. N'importe quel cours par correspondance de 11^{e}, 12^{e} ou 13^{e} année (soit les cours dont le numéro de code commence par 3, 4 ou 5).

2. Les cours par correspondance de 9^{e} ou 10^{e} année dont voici la liste : English E111, English E211, Français f151, Français f251, French F103, French F203, Typewriting I TY102, Typewriting II TY200, Latin L211, Art A200, Drafting D202. Les autres cours par correspondance de 9^{e} et 10^{e} année ne sont pas offerts aux élèves des cours de jour.

L'élève peut se procurer la formule D à l'école qu'il fréquente. Cette formule dûment remplie ainsi que le dossier scolaire de l'élève, une liste de ses cours et une recommandation écrite du directeur d'école doivent être soumis au directeur de l'enseignement par correspondance. Dans le cas d'un élève de moins de 18 ans, la signature des parents ou du tuteur est indispensable.

Nous recommandons aux élèves qui envisagent de faire une demande d'inscription aux cours par correspondance et aux directeurs d'école chargés de l'autoriser, de considérer avec soin les facteurs suivants : rendement de l'élève dans le passé, ses ambitions scolaires, son degré de motivation et le temps dont il dispose.

Un élève qui fréquente l'école le jour peut s'inscrire à un seul cours. L'élève peut faire une demande d'inscription à un autre cours une fois

completed. Form D is again used, and the school principal's written recommendation for enrolment is again required.

Day-school students who enrol in a correspondence course must schedule their work so as to complete the course within one year of the date of enrolment. The Correspondence Education Branch will terminate the enrolment of a student who has not completed the course within one year, or at any earlier date on the written instructions of the principal. Standing in the course in which the day-school student is enrolled (secondary school grade 9 and grade 10 courses included) requires completion of all lesson assignments and a final, supervised test. 1977-78 day-school students can write final tests on the following dates:
1. Monday, January 30th, 1978
2. Monday, June 5th, 1978
3. Monday, August 28th, 1978

A student is eligible to write a test only if permission from the school principal has been sought and granted at least a month prior to one of the test dates listed. Tests will be conducted only on the specified dates. They will be held in the student's secondary school under the supervision of a qualified staff member, between 1:15 and 3:15 p.m. A student may write only one test on any one of the test dates. It is possible for a student to be enrolled in one session and to write the test at the end of a later session.

A principal may grant a student permission to write a final test before all lesson assignments have been completed, but it is recommended that the student write only after all assignments have been submitted, evaluated, and returned with the teacher's comments and suggestions. Emphasis in tests is on material in the last half of the course. Before standing is granted, all course requirements, including completion of all assignments and the final test, must be met.

qu'il a terminé les devoirs prescrits pour son premier cours. L'élève se servira alors de la formule D et devra y joindre à nouveau la recommandation écrite du directeur.

L'élève qui fréquente l'école le jour et est en outre inscrit à un cours par correspondance doit organiser son temps de façon à terminer son cours dans un délai d'un an. La Direction de l'enseignement par correspondance se réserve le droit d'annuler l'inscription d'un élève qui ne termine pas son cours dans l'espace d'un an ou à n'importe quel autre moment à la demande écrite du directeur d'école.

Pour se faire reconnaître un cours auquel il est inscrit (y compris les cours de 9^{e} et 10^{e} année) un élève qui fréquente une école secondaire doit remettre tous les devoirs et réussir un examen final surveillé. On peut passer cet examen final aux dates suivantes :

1. le lundi 30 janvier 1978
2. le lundi 5 juin 1978
3. le lundi 28 août 1978

L'élève peut passer l'examen seulement s'il en a reçu la permission du directeur d'école au moins un mois avant le jour de l'examen. Les examens ne sont pas offerts en d'autre temps qu'aux jours déja fixés. Ils auront lieu à l'école secondaire fréquentée par l'élève sous la surveillance d'un membre du personnel, entre 13 h 15 et 15 h 15.

Un directeur d'école peut accorder la permission à un élève d'écrire l'examen final avant d'avoir rendu tous ses devoirs, mais on recommande que l'élève l'écrive seulement lorsqu'il aura rendu tous ses devoirs, que ceux-ci auront été corrigés et qu'ils lui auront été renvoyés accompagnés des remarques et des suggestions de l'enseignant. L'examen porte en majeure partie sur la matière couverte dans la deuxième section du cours. Avant que l'on ne reconnaisse un cours à l'élève, celui-ci doit avoir satisfait à toutes les conditions. Il doit donc entre autres avoir rendu tous ses devoirs et réussi l'examen final.

Course Descriptions/ Description des cours

Course Codes
Each secondary school correspondence course is identified by a code that consists of one or two letters followed by three numbers. The letter represents the name of the course subject. The first numeral represents the secondary school year in which the course is customarily taken. The last two numerals serve to distinguish between different courses offered in the same subject in the same year. Most correspondence courses have a value of one credit; courses having a value of one-half credit are indicated with a code number ending in x. The following are examples of course codes:

E111: a grade 9 English course

C401 and C404: different one-credit grade 12 chemistry courses

M422x: a one-half credit grade 12 Mathematics course

Code des cours
Chaque cours par correspondance au palier secondaire est identifié par un code qui consiste en une ou deux lettres suivies de trois chiffres. Les lettres représentent le nom du cours. Le premier chiffre (1, 2, 3, 4 ou 5) représente l'année des études secondaires durant laquelle le cours est habituellement suivi. Les deux derniers chiffres servent à distinguer les différents cours offerts pour la même matière dans la même année. La plupart des cours par correspondance donnent droit à un crédit. Les cours donnant droit à un demi-crédit sont désignés par un numéro de code se terminant par un x. Voici quelques exemples :

f151 : un cours de français de 9e année donnant droit à un crédit.

f561 et f562 : deux cours de français de 13e année donnant droit à un crédit chacun.

M422x : un cours de *Mathematics* de 12e année donnant droit à un demi-crédit.

List of Courses/ Liste des cours

Business Studies

General Business

Consumer Studies CS200
Marketing MK300
Business Organization and Management B0300
Computer Fundamentals CF300
Marketing MK400
Law LW402

Secretarial

Typewriting I TY102
Typewriting II TY200
Communications and Business Procedures I CB300
Communications and Business Procedures II OP400
Pitman Shorterhand I SH302
Pitman Shorthand II SH400

Accounting

Accounting I AC305
Accounting II AC405
Accountancy Practice AC503

English

English E130
English E160
English E111
English E211
English E311
English E421
English E422
English E521
English E522
English E302x Readings in Archaeology
English E306x Readings in Science Fiction
English E308x Grammar
English E402x Readings in Wilderness
English E404x Readings in Flight
English E408x Creative Writing

Français

Français f151
Français f251
Français f351
Français f451
Français f561
Français f562

French and German

French F103
French F203
French F111x
French F301
French F401
French F521
French F522
German GR501

Geography

Geography G103
Geography G203
Geography G300
Geography G303
Geography G311x
Fundamentals of Physical Geography
Geography G400
Geography G401
Urban Studies G403
Geography G503

History and Social Sciences

History H103
History H203
World Politics WP300
History H301
History H305
Economics EN402
Man in Society MS400
History H401
Economics EN501
History H503

Latin

Latin L211
Latin L311
Latin L411
Latin L521
Latin L522

Mathematics

Series A

Mathematics M111x
Mathematics M101
Mathematics M201
Mathematics M303
Mathematics M403
Mathematics M511
Mathematics of Investment
Mathematics M551
Relations and Functions
Mathematics M522
Calculus
Mathematics M553
Algebra

Series B

Mathematics M100
Mathematics M200
Mathematics M302
Mathematics M402
Mathematics M511
Mathematics of Investment
Mathematics M522
Calculus

Series C

Mathematics M160
Basic Arithmetic
Mathematics M220x
Consumer Computations
Mathematics M222x
Consumer Computations
Mathematics M320x
Investment Computations
Mathematics M322x
Business Computations
Mathematics M420x
Investment Computations
Mathematics M422x
Business Computations

Science

Science SC101

Science SC201

Geology GL302

Physics P303

Physics P503

Chemistry C404

Chemistry C401

Chemistry C501

Biology BY402

Biology BY501

Technical Subjects

Carpentry CY300
Basic Carpentry

Drafting D202
Basic Drafting

Drafting D308x
Introduction to Blueprint Reading

Drafting D318x
Intermediate Blueprint Reading

Visual Arts

Practical

Art A200
Beginning in Art

Art A401x
Composing Your Art

Art A402x
Style in Art

Art A501
The Artist's Study

Art Appreciation and History

Art A301
Through Artists' Eyes

Art A303x
Art to 1500

Art A403x
Great European Art

Related Arts Courses

Theatre Arts TA300
Introduction to Drama

Art A302x
Prints Without a Press

Film Arts FA402x
Film, the Lens, and You

Film Arts FA404x
Cinematography

Business Studies

The following twenty-lesson courses are offered:

General Business

Consumer Studies CS200

Marketing MK300

Business Organization and Management B0300

Computer Fundamentals CF300

Marketing MK400

Law LW402

Secretarial

Typewriting I TY102

Typewriting II TY200

Communications and Business Procedures I CB300

Communications and Business Procedures II OP400

Pitman Shorterhand I SH302

Pitman Shorthand II SH400

Accounting

Accounting I AC305

Accounting II AC405

Accountancy Practice AC503

Consumer Studies CS200
(new course)
This course is designed to increase the student's awareness and understanding of the way in which the modern marketplace operates. It should be an enjoyable and stimulating learning experience since it is written with the consumer's point of view in mind, and covers topics which are relevant to daily living. These include credit, real estate, transportation, money, budgeting, and basic buying principles. It is a good choice for a beginner in Business Studies. The language is simple and precise and the exercises are straightforward. Satisfactory completion of the course will help students become wiser consumers and prepare them for more advanced business courses.

Marketing MK300
Written with the consumer's point of view in mind, this course gives the student an understanding of the various aspects of marketing, with emphasis on retail merchandising. It begins with an examination of retailing in general and then looks at different types of retail operations, including the department store and discount store. The mechanics and complexities of establishing and operating a retail store are outlined under topics such as types of ownership, selection of location, selection of equipment, merchandise purchasing and pricing policies. After completing the course, the student should have a better understanding of retailing and become a more careful shopper.

Business Organization and Management B0300
This course explores the world of business. It examines the way in which businesses are owned, organized, and managed. The different forms of business ownership are studied, with emphasis on the corporate form and an examination of the problems of large corporations. The effects on business of the activities of the three levels of government are examined. The second half of the course involves a specific study of business operations, including preparations for production and the complexities of the actual production process. The departments of a large business, such as the finance department and the personnel department, are discussed. (The course is not intended to qualify the student as a business administrator or manager; it is designed to develop an understanding of the complexities of the business world.)

Computer Fundamentals CF300
By explaining automatic and electronic data processing theories and procedures, this course aims to dispel some of the mystique that is traditionally associated with computers. It covers such topics as the punched card, the binary system, computer storage, flowcharting, machine language, data recording media, computer concepts, and an introduction to logic. Upon completion, students will have a basic understanding of how a computer works and how a computer program is made. The course concentrates on theory as there is no opportunity to test programs. No additional credit will be obtained in this course by any student who has completed an introductory course in computer fundamentals elsewhere.

Marketing MK400
The principles of sales promotion and advertising will be studied in detail. The course covers topics such as market research, consumer demands, the advertising media, trademarks, packaging, and sales promotion. After completing this course, the student should be better able to recognize excellence in marketing.

Law LW402
Canadian law as it applies to ordinary business and private affairs is the subject of this introductory course. The student gains some knowledge of legal rights and obligations and learns to recognize situations that require professional legal advice. The course does not prepare the student to handle legal affairs. It begins with a brief consideration of the origins of law, classes of law, and the administration of law, then proceeds to a more detailed study of family law, criminal law, the law of contracts, negotiable instruments, employment, and sales.

Typewriting I TY102
This introductory course provides the student with sufficient background in typing for personal use, together with a sound foundation for further development of the skill. (The student must provide his or her own typewriter.) The development of correct techniques for touch-typing is stressed throughout the course. The topics covered include the set-up and placement of material, composing at the typewriter, simple tabulation, personal letters, and business letters.

Typewriting II TY200
This course is designed to develop and expand the skills learnt in TY102. (The student must provide his or her own typewriter.) It reviews the basic skills and includes advanced tabulation, business letters, business forms, and duplicating methods. There is considerable practice in composing at the typewriter and sustained copy typing. Students who request enrolment in this course should have completed TY102 or the equivalent.

Communications and Business Procedures I CB300
(replaces OP300)
This course is designed to assist the student to understand the characteristics of the modern business office and to develop a high degree of skill in the use of the typewriter. (The student must provide his or her own typewriter.) The topics include office mail operations, telephone services, filing procedures, business letters and

reports, dictation, transcription, and duplication. A student who requests enrolment in this course should have completed TY102 and TY200 or the equivalent.

Communications and Business Procedures II OP400
This course provides further development of typing skills and additional information on modern office procedures. (The student must provide his or her own typewriter.) It deals with secretarial techniques, business equipment, legal forms and documents, manuscripts, itineraries, and filing systems. A student who requests enrolment in this course should have completed CB300 or the equivalent.

Pitman Shorterhand I SH302
(replaces SH300)
This course covers the work in Pitman Shorterhand with additional transcription material supplied in the lessons. Controlled dictation is provided by means of records. (The student must obtain a record player capable of playing the 45 r.p.m. records, and a typewriter.) As stenographic work requires a good background in English and typing, a student should have completed several courses in English and at least an introductory typing course before requesting enrolment.

Pitman Shorthand II SH400
This advanced course in Pitman Shorthand is primarily a dictation and transcription course designed to increase the student's speed in taking dictation and in producing an accurate and attractive transcript at the typewriter. The text is *Pitman Shorthand Dictation and Transcription,* which places increased emphasis on phrasing and expansion of vocabulary. Controlled dictation is provided by means of records. (The student must obtain a record player capable of playing both 45 and $33^1/_3$ r.p.m. records, and a typewriter.) The background for this course is provided by TY200 and Shorthand I SH300 or equivalent courses. (Note: Shorthand I SH300 is no longer offered.)

Accounting I AC305
This beginner's course introduces the basic principles, concepts, and procedures of accounting and bookkeeping. Topics include the journal, the ledger, the profit and loss statement, the balance sheet, the synoptic journal, and special transactions. In addition, the course deals with the basic use of flowcharts, with special attention to business systems and procedures.

Accounting II AC405
A continuation of AC305, this course is designed to expand the student's knowledge of accounting as applied to special journals, bank reconciliation, payroll, adjustments, classified statements, voucher systems, partnerships, and corporations. A student who completes this course should be able to maintain a set of books for a small business or fill a junior accountant's position.

Accountancy Practice AC503
This course teaches Canadian accounting practices. It begins with a study of some of the fundamental bookkeeping principles, then offers a detailed study of accounting procedures for a proprietorship, a partnership, and a limited company. Specialized procedures, such as the handling of manufacturing or departmental accounts, are studied. Considerable emphasis is placed on the theory behind accounting systems and on the accountant's use of the data supplied by each system. The course does not prepare a person to be a professional accountant; to achieve that objective, study with a professional accounting society is required. Students selecting this course who have no background in Accounting should provide evidence of their ability to function at the grade 13 level.

The text is:
Leonard, W. G., and Beard, F. N. *Canadian Accounting Practice.* 2nd ed. Toronto: McGraw-Hill Ryerson, 1963.

English

The following twenty-lesson courses are offered:
English E130
English E160
English E111
English E211
English E311
English E421
English E422
English E521
English E522

The following ten-lesson courses are offered:
English E302x
Readings in Archaeology

English E306x
Readings in Science Fiction

English E308x
Grammar

English E402x
Readings in Wilderness

English E404x
Readings in Flight

English E408x
Creative Writing

A mature student who has been active in the business world or has read widely should be capable of working successfully in a grade 11 course in English. Even if the student has done no formal work in grade 9 or grade 10 English in secondary school, enrolment in English E311 or in any of the ten-lesson courses can be requested.

English E130
Like playing tennis or driving a car, expressing oneself in writing requires practice. This course in basic English is especially designed to improve the student's ability with written language. In each lesson the student encounters real-life situations. Short practical tasks help in using language with ease and to read, think, and write about topics of personal interest. The student gains more confidence in the conventions of spelling, grammar, punctuation, and vocabulary. This course is useful both to students whose native language is English and to those for whom English is a second language. Where required, textbooks are provided.

English E160
This traditional course, intended for students who would like remedial work in English before undertaking the subject at the secondary-school level, offers a review of grammar and practice in both spelling and writing. The program also includes the study of word meanings and experience in understanding the writings of others. A number of texts, including a short novel, and aids such as a dictionary and workbooks are provided.

English E111
This is a comprehensive first-year course in high school English. A selection of short stories and two action-filled novels, one of them a science-fiction work, form the greater part of the reading for this course. Plays and poems make up the remainder of the literature selections. Practice in writing short assignments as well as a review of the use of language will help the student to communicate more clearly.

English E211
Writers employ various established literary forms such as the novel, the short story, the play, and poetry to present their ideas. Examples of these forms, including writings by Nevil Shute, John Wyndham, and Kenneth Bagnell, are introduced and explored in this course. In addition, this program is intended to be helpful in improving students' knowledge of grammar and word usage by giving them the opportunity to exercise their writing skills and have them evaluated.

English E311
The emphasis in this varied English program is on enjoyment. Students will have an opportunity to express their own ideas in discussions based on various short stories and the contemporary novel *To Kill a Mockingbird.* The drama section offers a brief look at the theatre in Canada and a choice of either a group of short contemporary plays or a modern version of *Romeo and Juliet.* Students are also encouraged to assess the mass media – print, radio, film, and television – which play such a dominant role in contemporary life. Practice in writing effective social and business letters as well as experience in developing other writing skills provide students with good preparation for the business world or further education.

English E421
This advanced-level course provides a good foundation for English study in grade 13 and beyond. The reading selections are varied: short stories and essays, short and longer poems, one-act and full-length plays, and the short and full-length novel. Among the literary works proposed for study are such well-known titles as *Miss Julie* (Strindberg), *The Pearl* (Steinbeck), *Macbeth* (Shakespeare), and *Death of a Salesman* (Arthur Miller), with *Sons and Lovers* (D. H. Lawrence) offered as an alternative. Many of the lessons allow for student choice. The course encourages students to read, think, and write with literary insight.

English E422
This English program is an invitation to adventure. It is designed to help students discover several forms of literature and learn more about themselves. Twenty lessons encourage students to express their opinions about various short stories, poems, plays, essays, and novels and to explore contemporary issues. The language usage section of each lesson is directly related to the students and their everyday encounters with language. How easily are we persuaded by what we read and see? Are we critical enough in our reactions to television, radio, and newspapers? To what extent are we concerned about our own use and appreciation of language? Practice in the completion of forms and letters of application and the writing of reports will help to prepare students for the business world.

English E521
This is an updated, valuable program for any student of English at the Senior level. A comparative study of various forms of literary writing (the short story, the essay, poetry, drama, the novel) provides students with an opportunity to evaluate literature, to express their opinions, and to improve their writing. Instruction and practice in précis and essay writing prepare students for work at the post-secondary level. The course is intended to develop two basic skills: appreciative reading and effective writing.

The texts include:
Charlesworth, R., and Lee, D., eds. *Anthology of Verse.* Toronto: Oxford University Press, 1964.
Ford, M. *Techniques of Good Writing.* Toronto: The Book Society of Canada, 1961.
Giraudoux, J. *The Madwoman of Chaillot.* Toronto: McGraw-Hill Ryerson, 1969.
Hemingway, E. *A Farewell to Arms.* New York: Charles Scribner's Sons, 1957.
Shakespeare. *Hamlet.* Falcon edition. Toronto: Longman, 1963.

English E522
What is a Canadian? How is the Canadian sense of identity reflected in the writings of our authors – those who were born here and those who, like Susannah Moodie, came as immigrants? Morley Callaghan, Margaret Atwood, Gabrielle Roy, and Mordecai Richler are among the well-known contemporary authors who bring wit and insight to the Canadian experience. The student will also encounter a host of other Canadian writers in this course designed for the reader who wants to learn more about this country's literary heritage.

Basic texts for the course include:
Mandel, Eli. *Poets of Contemporary Canada.* Toronto: McClelland & Stewart, 1972.
Mickleburgh, Brita. *Canadian Literature.* Toronto: McClelland & Stewart, 1973.

English E302x
Readings in Archaeology
This course consists of readings, in prose and poetry, on the theme of archaeology. It is recommended for students who have a particular interest in past civilizations and archaeological discoveries. Three major civilizations are examined: the Minoan, the Mayan, and the Viking. The course includes assignments designed to develop the student's writing skills.

English E306x
Readings in Science Fiction
This ten-lesson course explores some of the ways in which well-known twentieth-century writers see the future. The variety of absorbing short stories and novels selected take an imaginative look at our future on earth and in the vast reaches of space. Included in the program of study are such classics as *Brave New World* and *2001: A Space Odyssey.* Each lesson provides the student with experience in developing critical and creative potential as a writer.

English E308x
Grammar
This course will be useful to students who want to brush up on their grammar. Acceptable forms and appropriate levels of usage in business and in more general situations are examined and the reasoning behind them explored. The emphasis of the approach is constructive rather than corrective.

English E402x
Readings in Wilderness
Is our wilderness truly a dwindling heritage? If so, why is it being diminished, and by whom? Should we try to save it? How? Some of the answers that men and women have suggested to these vital questions at various times and places are presented in this course of prose and poetry readings. Assignments encourage students to develop their powers of self-expression. Current material, both books and articles, keep the course up-to-date and stimulate students to form and express their ideas on this vital topic.

English E404x
Readings in Flight
From Leonardo da Vinci's flying machine (1452) to the moonwalk, this ten-lesson course chronicles the adventurous story of flight. First-person accounts by early flyers and illustrations of aircraft supplement the exciting novels in the course. The readings serve as a stimulus to the development of writing skills.

English E408x
Creative Writing
Students with an urge to write or with an interest in improving their writing will find the models and assignments in this course helpful. While the course has been structured to meet several kinds of writing needs and develop certain writing skills, the creative assignment in each lesson gives the student an opportunity for undirected, personal expression. The reading selections are intended to increase appreciation of various writing styles and techniques and to extend reading interests.

Français

Les cours de français destinés aux élèves francophones comprennent 20 leçons chacun et correspondent aux cours du programme avancé.

Le programme d'études comprend les cours suivants :
Français f151
Français f251
Français f351
Français f451
Français f561
Français f562

Français f151
Ce cours s'adresse aux élèves qui ont complété le programme de la 8e année du palier élémentaire en langue française, ou l'équivalent. Chacune des 20 leçons de ce cours se développe autour d'un thème. La composition et la grammaire s'y rapportent directement. La partie *littérature* permettra aux élèves de prendre connaissance des grands auteurs des littératures française et canadienne-française. Le programme d'études inclut les ouvrages suivants : *Lettres de mon moulin* (Daudet), *Le Lion* (Kessel), *Le Voyage de M. Perrichon* (Labriche). Ce cours donne aux élèves la préparation nécessaire au cours de français f251. Les élèves de langue anglaise qui lisent, écrivent et parlent couramment le français au niveau de la 8e année peuvent s'inscrire à ce cours s'ils le désirent.

Français f251
Ce cours s'adresse aux élèves qui ont complété le cours de français f151 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants : *Maria Chapdelaine* (Hémon), *Contes du lundi* (Daudet), *Il ne faut jurer de rien* (Musset). Ce cours donne aux élèves la préparation nécessaire au cours de français f351.

Français f351
Ce cours s'adresse aux élèves qui ont complété le cours de français f251 ou l'équivalent. Outre l'étude de nombreux morceaux choisis de prose et de poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants : *L'Avare* (Molière), *Le Grand Meaulnes* (Fournier), *Zone* (Dubé). Ce cours donne aux élèves la préparation nécessaire au cours de français f451.

Français f451
Ce cours s'adresse aux élèves qui ont complété le cours de français f351 ou l'équivalent. Chaque leçon de ce cours comprend deux parties : a) Étude de textes; b) Étude de la langue et de ses éléments. Outre l'étude de nombreux morceaux choisis de prose et de poésie française et canadienne-française, le programme d'études inclut les ouvrages suivants : *Le Cid* (Corneille), *Cyrano de Bergerac* (Rostand), *Vol de nuit* (Saint-Exupéry). Ce cours donne aux élèves la préparation nécessaire aux cours de français f561 et f562.

Français f561
Ce cours s'adresse aux élèves qui ont complété le cours de français f451 ou l'équivalent. Le programme offre l'étude d'ouvrages classiques et modernes, comprenant des pièces de théâtre : *Andromaque* (Racine), *Topaze* (Pagnol); des romans : *Les Saints vont en enfer* (Cesbron), *Rue Deschambault* (Gabrielle Roy); des morceaux choisis de prose et de poésie. La partie *étude de la langue* comprend l'étude de la syntaxe et quelques notions de phonétique. L'élève acquerra la maîtrise de la langue parlée et écrite comme instrument de communication, avantage appréciable tant au point de vue professionnel que culturel.

Les manuels à l'étude sont les suivants : *Andromaque* (Racine), Les Petits Classiques Bordas, *Topaze* (Pagnol), Livre de Poche n^{0} 294; *Les Saints vont en enfer* (Cesbron), Livre de Poche n^{os} 2301-02; *Rue Deschambault* (Gabrielle Roy), édition ordinaire; *Le Plan,* Livre de l'élève (L. Geslin et J.-M. Laurence); *Initiation à la phonétique* (R. Bergeron); *Précis de grammaire française* (Grévisse).

Français f562
Ce cours s'adresse aux élèves qui ont complété le cours de français f451 ou l'équivalent. Le programme est une étude approfondie du théâtre canadien-français. Le manuel de base est *Le Théâtre québécois* de J.-C. Godin et L. Mailhot. Les oeuvres suivantes sont à l'étude : *Sonnez les matines* de Félix Leclerc, *Bousille et les justes* de G. Gélinas, *Au coeur de la rose* de P. Perrault, *Au retour des oies blanches* de M. Dubé, *Le Temps sauvage* de A. Hébert.

Outre l'intérêt que présente pour tous le théâtre canadien-français, ce cours est particulièrement utile aux élèves qui ont l'intention de se spécialiser dans le théâtre.

French and German

The French (and German) courses are designed principally for students whose first language is English and who wish to begin or continue their study of French (or German) as a second language.

The following twenty-lesson courses are offered:
French F103
French F203
French F301
French F401
French F521
French F522
German GR501

The following ten-lesson course is offered:
French F111x

French F103
(replaces French F101)
This is a new course introduced in September 1977. It employs Books 1 and 2 of the *Passeport français* series which is being used currently in many Ontario secondary schools. Oral skills (taught by means of phonograph records) are balanced and reinforced by a written program presented in a witty, contemporary style.

A special feature of F103 is that it can be attempted both by beginners and by those with a background in French studies. Students who have completed one or several years of elementary school French, for example, should enrol in F103. Adults who have acquired a substantial but basically informal knowledge of the language should also enrol in this course.

Upon completion of F103, students will be prepared to go on to F203.

French F203
(replaces F201)
F203 continues in the same style and with similar materials to those used in F103. A series of phonograph records is integrated with Books 3 and 4 of *Passeport français.*

This course is being offered for the first time to enable F103 students to continue immediately with another course presented in a similar manner. Students who have completed a grade 9 course equivalent to F103 (but which did not employ *Passeport français)* will be able to review this style of learning French in the first two lessons of F203.

Upon completion of F203, students will be prepared to go on to F301.

French F301
In this course students continue to develop the language skills learnt in earlier courses. An important feature of French F301 is the introduction of more challenging readings in French prose. This intensive reading is important groundwork for acquiring the ability to read the various styles of French currently in use. As in the earlier correspondence courses, the student is lent phonograph records for practice with the spoken language. Students who wish to enrol in F301 are expected to have completed courses equivalent to F203 or its predecessor, F201.

French F401
The aim of F401 is to continue the development of mature language skills begun in F301. Along with grammar and translation studies, the student will read French texts designed to build vocabulary and to enhance both reading and writing ability. Practice in oral comprehension and spoken French is provided through a series of records supplied with the lessons. The student who enrols in F401 is expected to have completed F301 or its equivalent.

French F521
This senior course combines reading (short stories and a modern play) and composition (grammar study and writing practice). As in earlier courses, oral practice and comprehension studies are conducted by means of phonograph records. Students are expected to have completed F401 or its equivalent before they attempt F521.

On completion of F521, students should be able to read and write everyday French, and also be able to express themselves adequately in most conversational situations.

The texts include:
Gelinas, G. *Hier les enfants dansaient.* Ottawa: Éditions Leméac, 1968.
Jeanneret, F.C.A.; Hislop, E. E.; and Lake, M. H. *Cours moyen de français.* Part II. Toronto: Clarke, Irwin, 1968.
Maupassant, Guy de. *Contes choisis de Guy de Maupassant.* Toronto: Clarke, Irwin, 1967.

French F522
This course should appeal especially to students who intend to continue their study of French beyond secondary school. Advanced grammar topics are included in the course, but the major emphasis is on developing a good writing style. The study of texts provides guidance in the appreciation and critical study of French literature. Phonograph records are provided for practice with the spoken language. Students may take F521 and F522 concurrently but are expected to have completed F401 or its equivalent before enrolling in F522.

The texts include:
Carlut, C., and Meiden, W. *French for Oral and Written Review.* Toronto: Holt, Rinehart and Winston, 1968.
Molière. *Le bourgeois gentilhomme.* Toronto: Copp Clark, 1947.
_____. *Tartuffe.* Paris: Éditions Bordas, 1969.
Roy, Gabrielle. *Rue Deschambault.* Montreal: Librairie Beauchemin, 1974.

German GR501
This course is designed to present a balanced program for the development of language skills. The main stress of the course is on advanced grammar study and on reading and writing modern German. Reading materials focus on social and cultural topics relevant to post-war Germany. Students enrolling in GR501 are expected to have completed a grade 12 German course or its equivalent.

The texts include:
Winkler, G. et al. *A-LM German.* Level Three. 2nd ed. Toronto: Longman, 1971.
_____. *Student Exercise Book for A-LM German.* Level Three. 2nd ed. Toronto: Longman, 1971.

French F111x
Many adults who wish to resume French studies have completed at least two years of formal French study in secondary school. Although such students have often forgotten much of the grammar and vocabulary, they are able to recall the essentials through a short review. Thus, instead of working through the 40 lessons of F103 and F203, these students can take this ten-lesson refresher course. F111x enables students to proceed to F301 or to F401 if they already have the equivalent of F301. It should be noted, however, that F111x only covers the first two years of secondary school French and is therefore not an adequate preparation for F521 and F522.

Geography

The following twenty-lesson courses are offered:
Geography G103
Geography G203
Geography G300
Geography G303
Geography G400
Geography G401
Urban Studies G403
Geography G503

The following ten-lesson grade 11 course is offered:
Geography G311x
Fundamentals of Physical Geography

A mature student can request enrolment in any of the grade 11 or grade 12 courses, even if no previous work has been done in grade 9 or grade 10 Geography.

Geography G103
This course examines the continents of Europe and Asia or Eurasia. The most important nation under study, the U.S.S.R., stretches across both continents. Populations and topographies of certain European and Asiatic countries are examined separately. The course seeks to foster a sympathetic understanding of problems that may seem remote to most Canadians. The colourful maps and illustrations in the newly-revised text, combined with the illustrative materials in the lessons, help to make this an interesting and relevant course.

Geography G203
Whether Canadians have travelled widely in their own country or have simply studied maps, photographs, and films, they are aware of the great diversity of Canada's geography. This diversity and the contrast between the vast size of the country and the small, scattered pockets of population create many problems and offer unlimited topics for investigation.

The first part of this course is an introduction to the physical landscape of Canada, from which a firm understanding of the origins and appearance of the land can be established. Based on this knowledge, the settlement and economic development of Canada can be better appreciated and many current problems seen in a clearer perspective.

This course is particularly suited to students who have been away from studies for some time, as it enables them to use personal experience as well as textual material as resources for completing assignments. Many opportunities exist for students to research topics of their choice and conduct geographical investigations in their own neighbourhood.

Geography G300
The fishing banks of Newfoundland, the farms of Ontario, the mines of the Pre-Cambrian Shield, the oil fields of the west – what is the economic contribution of each of Canada's regions and how are they dependent on one another? How do geographic factors influence the economic relationship between Canada and the United States? In addition to these issues, regional and local topics such as methods of land use, forestry procedures, the tourist industry, life in the Arctic, and national and human resources are examined. Topographic maps are studied.

Geography G303
(replaces G301)
People exist in both natural and engineered environments. Because these environments must work closely together, it is important to understand how each works and how the interaction proceeds. This course examines the interaction of land and people, how it happens, and the effect it has on the land and the people. The emphasis is on physical geography and the development of basic skills like using the atlas and interpreting topographic and weather maps and charts. The texts include *The Canadian Oxford School Atlas* (Metric edition), and *The Physical Environment* (Metric edition) by R. Inch and W. Stone.

Students enrolled in G400 cannot take G303.

Geography G400
The prime concern of these environmental studies is the importance of the conservation of the natural resources of the world. The soils, vegetation, lakes, rivers, minerals, and industrial resources, as well as the precipitation and other climatic factors of various regions of the world, are studied as resources and examined in terms of the continuation of life. The methods whereby people can make wiser use and renew the resources of the environment are closely examined. Students are required to do assignments with topographical and weather maps. The texts include *Landscapes of the World* and *The Canadian Oxford School Atlas.*

Students enrolled in G303 cannot take G400.

Geography G401
This grade 12 course requires a knowledge of the fundamentals of both physical and human geography. Selected areas in the United States, Europe, and Asia and related topographic maps and aerial photographs are examined. Problems such as political boundaries, overpopulation, and the relationship between the metropolis and its rural surroundings are studied within the context of the selected areas. The texts include *The Canadian Oxford School Atlas* and *Selected Studies in Regional Geography.*

Urban Studies G403
The causes and consequences of modern Canadian urban development as well as the nature of cities and towns in Ontario and Canada are the themes of this course. Urbanization, urban problems in large Canadian cities, pioneer settlements, small towns in Ontario, and an in-depth study of Toronto are among the topics covered. The student is given the opportunity to do optional research on the Mid-Canada Development Corridor or a study of the local community. The texts include *Urban Prospects: Patterns of Settlement in Southern Ontario* and *Toronto: An Urban Study.*

Geography G503
In less than a generation Canada has been transformed from a country of farmers, miners, fishermen, and woodsmen to one where urbanization and industrialization are key factors in the nation's economy and future prosperity. Canada is a diverse nation with many different regions, each with its own characteristics and problems. This course aims to involve the student in a deeper understanding of Canada and its existence as a collection of regions that together make up a highly distinctive country. Students wishing to enrol in this course must have a good grounding in physical and human geography, such as that provided in G311x. Resources for study include a recent text, a book of readings, and numerous up-to-date references, together with air photographs and topographic maps.

The texts include:
Irving, R. M. *Readings in Canadian Geography.* Revised edition. Toronto: Holt Rinehart and Winston, 1972.
Putnam, D. F., and Putnam, R. G. *Canada: A Regional Analysis.* Toronto: J. M. Dent and Sons, 1970.

Geography G311x
Fundamentals of Physical Geography
Explorations of the moon's surface may make headlines, but how much do most of us know about the earth on which we live? This course in physical geography includes such topics as earth structure, rock structure, continental drift, land forms created by running water and wind, elements of climate, climatic classification, natural vegetation, and soils. Special attention is given to the reading and interpretation of topographic maps, aerial photographs, and weather maps. This course is designed to provide geographic skills and knowledge necessary for more advanced geography courses, including G503.

History and Social Sciences

The following twenty-lesson courses are offered:
History H103
History H203
World Politics WP300
History H301
History H305
Economics EN402
Man in Society MS400
History H401
Economics EN501
History H503

Mature students can request enrolment in any of the grade 11 or grade 12 courses – History H301, History H305, History H401, World Politics WP300, Economics EN402, Man in Society MS400 – even if they have done no work in grade 9 or grade 10 History.

History H103
(replaces H200)
The general objectives of this course are: to develop an understanding and appreciation of the Canadian heritage; and to develop an understanding and appreciation of various cultural groups and their contributions to the Canadian heritage. More specifically, the course focuses on various cultural groups in Canada such as the Blacks, the Jews, and the Japanese, with major emphasis on the three "founding nations" – the native people, the French, and the British. In addition, some of the lessons are devoted to a consideration of Canada's immigration policies, past and present; biculturalism and multiculturalism; and the mosaic versus melting pot theories on the nature of Canada's population mix.

History H203
(replaces H201)
This course examines some of the major issues of concern in contemporary Canada. It includes a study of government and law, English-French relations, Canadian-American relations, and Canada in the world community. Students will have the opportunity to learn about their rights and responsibilities as citizens of Canada and to clarify their perceptions of present-day problems. Resource packages of readings, photographs, cartoons, and documents enrich the textbook and assist the students to analyze the issues in a historical fashion. Students are encouraged to think about the implications of the issues to Canadians in Canada and in the world community.

World Politics WP300
Government on all levels is playing an increasingly important part in the lives of all people. Do we, as citizens, have the necessary understanding to participate in the political process? This course discusses the organization of government; aspects of different systems of government such as fascist, communist and democratic; the role of the individual in government; the Third World; the origins and impact of war; the meaning and growth of nationalism and internationalism, and their implications for the future. Readings and illustrations are included in the lessons. The resource text is *Inside World Politics*.

History H301
Modern civilization owes much to the ancient and medieval worlds. The themes covered in this study focus on the contributions of past civilizations to present ones, in particular to Western Civilization. The first ten lessons examine the history of ancient Greece and Rome; the last ten lessons focus on some of the mainstreams of medieval history. Included in the medieval section are lessons on feudalism, the influence of Roman Catholicism, the rise of business, the Renaissance, the growth of Protestantism, and the beginnings of the modern nation state. Pamphlets, documents, and illustrations supplement the text, *The Enduring Past.*

Note: Students enrolled in H301 cannot take H305.

History H305
Our heritage from Medieval and Renaissance Europe is emphasized in this survey of the evolution of Western Civilization from approximately 400 A.D. to 1600 A.D. Topics include a study of the great events, institutions, art and other aspects of culture, as well as the forces that shaped the development of Europe during the turbulent period of history extending from the declining years of the Roman Empire, through the Middle Ages, to the era of the Renaissance and the Reformation. The texts include *The Emergence of Europe, Civilization in Perspective,* and *Renaissance and Reformation,* Unit 1 of *Europe and the Modern World.*

Note: Students enrolled in H305 cannot take H301.

Economics EN402
(replaces EN400)
This is an introductory course in economics. It is based on two textbooks, *Understanding the Canadian Economy* and *Readings in the World of Economics.* In addition, each lesson contains relevant reading selections. The various forms of economic organization – traditional, socialist, fascist, communist and capitalist are explored. Particular emphasis is given to influences on and the operation of Canada's economy. Economic problems of developing countries are also considered.

Man in Society MS400
The objectives of this course are: to lead students to an understanding of some of the institutions and forces in contemporary life; to enable them to make an assessment of their relationship to the society in which they live; and to provide some understanding of other societies. The character of humans, their aggressiveness, their prejudices, their cultures, their roles, and their "races" are examined initially. The remaining lessons examine the problems of humanity, the institutions of Canadian society, and the impact of technology on the modern world which is turning our planet into a global village. The text is *A Social View of Man.*

History H401
Personalities, ideas, events, institutions – these are the ingredients that shape history. In this survey of world history from the seventeenth century to the present, the student becomes better acquainted with personalities such as Napoleon, Voltaire, Bismarck, Churchill, and Mao Tse-Tung; examines ideas such as socialism, Marxism, fascism and democracy; traces events such as the French and Russian revolutions; and studies institutions such as the United Nations. Asian issues and the problems of the Third World are also discussed. Pamphlets and documentary readings supplement the text, *Modern Perspectives.*

Economics EN501
Economics is a topic of everyday concern both to the world's leaders and to ordinary citizens. This course offers tools and practical methods for understanding and coping with current economic questions. Emphasis is placed on the problems and issues that underlie economic policy and affect economic growth, stability, and security. Pure economic theory is avoided as much as possible in order to focus on the reality of what is happening today – to see economics as one aspect of our present social structure, and to realize the interrelation of economic problems, social issues, and political decisions. Students are encouraged to defend reasoned positions on current controversial public policy issues.

Although there are no specific prerequisites, students should have completed grade 12 courses in Economics, History, or English, or have some equivalent educational background to provide them with the reading and writing skills necessary for successful completion of EN501.

The texts include:
MacDonald, H. H.; Silk, L. S.; and Saunders, P. *The World of Economics.* Toronto: McGraw-Hill Ryerson, 1971.
Pal, I.-D., ed. *Canadian Economic Issues: Introductory Readings.* Toronto: Macmillan, 1971.

History H503
How well do you know and understand the history of Canada? Here is an opportunity to read about, examine, and interpret the contributions of interesting personalities and major events that have made Canada what it is today.

The historical method will be used to examine a variety of Canadian themes: native peoples; the origin of French-Canadian nationalism; the pressures of Confederation; the agony of conscription; life during the Depression; the development of Canadian autonomy; the need and threat of foreign investment; and Canada's approach to and involvement in foreign affairs since 1945.

Students will have the opportunity to use the skills they practise in the course to design and develop a self-directed research project.

The basic text is: Herstein H. H.; Hughes, L. J.; and Kirbyson, R. C. *Challenge and Survival.* Toronto: Prentice-Hall, 1970. This text is supplemented by a variety of resources that are provided with the lesson material.

Latin

The following twenty-lesson courses are offered:
Latin L211
Latin L311
Latin L411
Latin L521
Latin L522

Latin L211
Latin is sometimes referred to as a dead language. This modern-approach first course in Latin examines the role of Latin in English, French, and other languages. It should stimulate interest in the world of words and in ancient Mediterranean culture. The first nineteen chapters of the text, *Latin for Canadian Schools: A New Approach,* are used to present the basic forms and to give practice in their use. Skills developed through this course should provide a valuable basis for future study of Latin and other languages.

Students who wish to hear Latin read aloud and practise pronunciation can request a recording that has been prepared for correspondence courses students.

Latin L311
In this second course in new-approach Latin emphasis is on developing an ability to translate from Latin into English and to write simple passages in Latin. From the reading selections in the original Latin and from textual and lesson material students will learn more about the Roman way of life. After a brief review to help the recall of basic language structures from the previous course, L311 proceeds to cover chapters 20 to 38 of *Latin for Canadian Schools: A New Approach.* Before attempting this course, students should have completed L211 or L201 (offered before Septembrr 1976) or the equivalent of either of these.

Especially for those who need review or have studied previously from courses such as the Cambridge Series and Lingua Latina in which the approach to Latin differs somewhat from that found in *Latin for Canadian Schools: A New Approach,* a supplement has been prepared and is included with the first lessons.

Students who wish to hear Latin read aloud and practise pronunciation can request a recording that has been prepared for correspondence courses students.

Latin L411
(replaces L401)
The emphasis in this course is on reading Latin literature for comprehension and for a better understanding of the daily life and social customs of the ancient Romans. Short reading selections introduce the work of the masters of Latin prose. As in the previous Latin courses, language skill is considered to include the ability to write with some degree of ease in the language. This will be practised.

The course is suitable for students who have studied L311 or its equivalent. It covers chapters 39 to 56 of *Latin for Canadian Schools: A New Approach.* In addition to the course and the textbook, a supplement is provided for use with the lessons. This will be extremely valuable for students who enter the course without having taken Latin L311.

Students who complete L411 can continue at the senior level with a new course, L511, which will be offered in September 1978.

Latin L521
This survey of classical literature includes a wide variety of readings. Excerpts from the writers of the golden age of Latin literature and familiar passages from the Old Testament and the New Testament and from Latin writings of the Middle Ages form part of the course. Selections from the *Carmina Burana* collection of medieval poems, preserved in manuscript form in a Bavarian monastery and forming the libretto for Karl Orff's oratorio of the same name, will be of particular interest.

The emphasis in this course is on reading for comprehension and on developing an appreciation of the culture and life-styles of the times. Language structure is, for the most part, a review of previous study.

Students who have completed L401 (offered before September 1977) or its equivalent, can take L521.

The texts include:
Breslove, D. et al. *Latin Poetry Selections.* Toronto: Thomas Nelson, 1948.
Fullwood, N. *Cicero on Himself.* Toronto: Clarke, Irwin, 1971.
Morford, M. P. O. *A New Latin Reader.* Toronto: Longman, 1971.
Taylor, B. C. et al. *Our Latin Legacy.* Book 2, Part 2. Toronto: Clarke, Irwin, 1968.

Latin L522
In this course the emphasis is on a critical appraisal of Latin prose and poetry. The student has the opportunity of reading excerpts from the famous *Verrine Orations* of Cicero, and Vergil's *Aeneid,* the timeless love story of Dido and Aeneas. Reading of accepted translations as well as selections in the original language is practised. Some of this reading requires the development of additional skills in understanding language structures. Instruction in language forms is included when made necessary by the special demands of the reading passages.

The texts include:
Breslove, D. et al. *Latin Prose Selections.* Toronto: Thomas Nelson 1948.
_____. *Latin Poetry Selections.* Toronto: Thomas Nelson, 1948.
A choice of:
Breslove, D. *Latin Composition for Grade 13.* Toronto: Gage Educational Publishing, 1961.
Taylor, B. C. et al. *Our Latin Legacy.* Book 2, Part 2. Toronto: Clarke, Irwin, 1968.

Mathematics

The mathematics courses are divided into three categories: *Series A – Advanced Mathematics; Series B – General Mathematics; Series C – Mathematics for Business.*

A general description of each series follows the list of courses in that series. The student should select the appropriate series, then determine the most suitable course from that series by reading the course descriptions.

***Series A** – Advanced Mathematics*

Mathematics M111x

Mathematics M101

Mathematics M201

Mathematics M303

Mathematics M403

Mathematics M511
Mathematics of Investment

Mathematics M551
Relations and Functions

Mathematics M522
Calculus

Mathematics M553
Algebra

Series A is designed for students who wish one or more of the following:

a) preparation for the study of mathematics in grade 13 and possibly beyond;
b) courses that are theoretical rather than practical;
c) insight into the modern approach to mathematics;
d) challenging courses designed for students who are strong in mathematics.

The student who has studied traditional mathematics in secondary school and who wishes to take courses in Series A requiring a knowlege of modern mathematics should begin by selecting Mathematics M111x.

Mathematics M511 and Mathematics M522 do not require a knowledge of modern mathematics.

Mathematics M111x
Many changes have taken place in mathematics programs over the last decade. This self-contained, ten-lesson course provides the student with an opportunity to become acquainted with some of the latest developments. The course could be selected for personal interest or for the purpose of acquiring the background necessary to resume studies in or transfer to the Advanced Mathematics series. The topics covered include: sets and set notation; operations with integers and rationals; number properties; number lines; ordered pairs; graphing linear equalities and inequalities; and an introduction to geometry.

Mathematics M101
This is the beginning course in the series leading to grade 13 studies in mathematics. It would be appropriate for students with only a year or less than a year of high school general mathematics. The course has been designed specifically for adults who may not be familiar with this approach. Whereas M111x is a short survey course, M101 develops each new topic in detail, giving ample opportunity to practise new skills. Topics covered include: the language of sets; properties of natural numbers; integers

and rationals; addition, subtraction, multiplication, and division of integers and rationals; introduction to algebra; solution sets and their graphs for first degree equations and inequations; laws of exponents and the use of standard forms in estimating products and quotients; square root; the arithmetic of polynomials including factoring; and a brief introduction to geometry.

Mathematics M201
Each course in the advanced series beyond M101 is cumulative, that is, it continues the study of topics developed in previous courses. Following a review and extension of topics studied in M101, this course deals with binary relations, ordered pairs, graphs of linear relations and inequalities, and the solution to systems of linear equations. The second half of the course introduces Euclidean geometry and develops theorems related to congruence, isosceles triangles, parallel lines, angles in a triangle, and area.

Mathematics M303
This is the third in a series of four courses leading to studies in grade 13 mathematics. Students selecting this course should be prepared to commit themselves to an intensive study of mathematics. A significant number of new topics are introduced including vectors, transformations, analytic geometry of the straight line, and functions. The following types of functions are classified and studied: linear, quadratic, circular, and trigonometric.

Mathematics M403
A student completing this course will be well prepared for any mathematics course in grade 13. At this stage the various topics studied begin to fit together and the structure of mathematics can be appreciated. With functions as the unifying concept, this course provides a detailed study of quadratic, exponential, logarithmic, circular, and trigonometric functions. Opportunities to apply this knowledge to practical problems are provided. The course concludes with a study of the Euclidean geometry of the circle and an introduction to sequences and series. Students enrolled in M402 cannot take M403 for additional credit.

Mathematics M511
Mathematics of Investment
This is an intensive course that will be of interest to students who wish to learn the fundamentals of financial calculations involved in banking, annuity or bond purchases, home financing, and consumer credit in general. Topics include: calculative devices, interest and discount, annuities, bonds, mortgages, monthly payment plans for houses and automobiles, depreciation, capitalization, borrowing of money, and calculation of interest rate. Although a knowledge of the modern approach to mathematics is not required for this course, students requesting enrolment should have completed four mathematics courses beyond elementary school, including an intensive study of algebra. No textbook is required.

Mathematics M551
Relations and Functions
(replaces M521)
Previous work on functions and relations is enlarged upon with emphasis on the unifying concept of mapping. Topics include: notation, classification and properties of functions, sequences and series, compound interest, annuities, instalment buying and consumer credit, trigonometry, definition and discussion of conics, and plane transformations and their application to second degree relations. Students requesting this course should have completed four advanced mathematics courses beyond elementary school. No textbook is required.

Mathematics M522
Calculus
Calculus is a study of how one variable changes with respect to another. This rate of change is represented by a function known as a derivative. The power, product, quotient, and chain rules are discussed prior to using derivatives to solve practical problems involving motion, and maximum and minimum concepts. Integration which is the reverse operation of finding a derivative is used to calculate areas and volumes. The course concludes with an introduction to polar co-ordinates and complex numbers. This is a practical course; theory has been kept to a minimum. Students requesting this course should have completed four mathematics courses beyond elementary school, including an intensive study of algebra and analytic geometry.

The text is:
Del Grande, J. J., and Duff, G. F. D. *Elements of Modern Mathematics: Calculus.* Toronto: Gage Educational Publishing, 1972.

Mathematics M553
Algebra
(replaces M533)
This course studies a number of topics valuable to students planning a career in the physical and social sciences. Topics include: set theory, principles of counting, permutations and combinations, mathematical induction, the binomial theorem, probability, vectors with geometrical and physical applications, vectors and the Cartesian co-ordinate system, and matrices used to solve equations. Students requesting this course should have completed four advanced mathematics courses beyond elementary school.

The text is:
Coleman, A. J. et al. *Elements of Modern Mathematics: Algebra.* Toronto: Gage Educational Publishing, 1973.

***Series B** – General Mathematics*

Mathematics M100

Mathematics M200

Mathematics M302

Mathematics M402

Mathematics M511
Mathematics of Investment

Mathematics M522
Calculus

Series B is designed for students who wish one or more of the following:

a) mathematical background of a general nature but not preparation for university mathematics;
b) preparation for a trade-training or apprenticeship program;
c) upgrading in technical mathematics;
d) knowledge of algebra and trigonometry;
e) preparation for post-secondary courses, admission to which does not require a background in modern mathematics;
f) preparation for the grade 13 courses, Mathematics of Investment M511 and Calculus M522.

Mathematics M100
The student who has completed elementary school arithmetic and who wishes to apply this knowledge to the practical world of science, commerce, and industry should find this course valuable. Addition, subtraction, multiplication, and division of whole numbers, common fractions, and decimals are reviewed and applied to the measurement of distance, area, and volume in both Imperial and metric units. The course concludes with a study of the arithmetic of signed numbers and an introduction to algebra.

Mathematics M200
The topics studied in this course follow those covered in M100. Using the same textbook, students begin with a review of algebra and apply it to the solution of practical problems from industry and science, including a study of graphing techniques. Geometrical constructions are introduced, and the properties of the triangle are studied. Measurement is extended to include the area and volume of a cone, a pyramid, and a sphere. The course concludes with an introduction to trigonometry. Industrial mathematics is emphasized throughout the course. Topics studied include scale reading, cutting speeds, gear and pulley speeds, and the capacity of pipes. Students who have studied mathematics for one or two years beyond elementary school and who feel they need a review of the basics in algebra, geometry, and trigonometry should find M200 a useful course.

Mathematics M302
Recognizing that many adults wish to resume their study of mathematics at this level, the course begins with a study of topics normally dealt with in earlier courses. Following a review of basic algebra, addition, subtraction, and the multiplication and division of signed numbers, the course goes on to the solution of equations and inequalities, types and interpretation of graphs, formulas and functions (with emphasis on linear functions and their graphical representations), systems of linear equations, linear unequations and linear programming, review of the number system and extension to the irrationals, the exponential function including laws of exponents, estimation using standard form, graphical representation, development and use of tables for calculation, and introduction to investment calculations including compound interest, amount, and present value.

Mathematics M402
(replaces M400)
The course is divided into four sections, each section ending with practical applications of the mathematical concept studied. In the first set of five lessons statistics and probability are studied. Topics include: collection of data, measure of central tendency, standard deviation, misuse of statistics, experimental and empirical probability, and the calculation of odds. The second set of five lessons studies trigonometry and its application to problem solving, including the sine law, cosine law, and resolution of forces. The third section begins with a review of algebra and extends previous studies to include solving quadratic equations and determining the maximum and minimum of quadratic functions. The last five lessons study arithmetic and geometric sequences, the sum of arithmetic and geometric series, compound interest, the amount and present value of an annuity, and amortization tables.

Students selecting the course should have completed M302 or the equivalent. Students who have completed M403 or the equivalent will not be granted an additional credit upon completing this course.

Mathematics M511
Mathematics of Investment
See description on page 42.

Mathematics M522
Calculus
See description on page 43.

Series C *– Mathematics for Business*

Mathematics M160
Basic Arithmetic

Mathematics M220x
Consumer Computations

Mathematics M222x
Consumer Computations

Mathematics M320x
Investment Computations

Mathematics M322x
Business Computations

Mathematics M420x
Investment Computations

Mathematics M422x
Business Computations

Series C is designed for students who wish one or more of the following:

a) a better understanding of arithmetic;
b) more skill in computations;
c) knowledge of how mathematics is used in our daily lives, particularly in business transactions;
d) upgrading in commercial mathematics;
e) standing in mathematics up to and including grade 12 but not beyond;
f) courses adapted to students who find mathematics difficult;
g) courses that do not include algebra or geometry.

Note: Students wishing to prepare for post-secondary accountancy training should choose courses from Series A or Series B.

Mathematics M160
Basic Arithmetic
Here is an opportunity for adult students to "go back to the beginning" in arithmetic. Careful explanations are provided, followed by numerous examples showing the addition, subtraction, multiplication, and division of whole numbers, fractions, and decimals. The percentage form and its uses are studied in detail.

A practice exercise is given for each topic, and full solutions are provided so that students can check their work and correct errors in thinking before beginning the actual assignment. There is a handy summary sheet that makes it easy to look up the method for any of the thirty-six different types of questions studied.

Mathematics M220x
Consumer Computations
Personal money management is a common concern. This course will assist the student to set up records and organize a budget. Topics include: types of income, personal cash records, personal banking, day-to-day spending, and communications by mail, telegram, or cable.

Students should have a working knowledge of simple arithmetic. It is not necessary to complete M160 before selecting this course.

Mathematics M222x
Consumer Computations
The study of personal money management is extended to include calculating and paying service bills, borrowing money, buying on credit, and making travel arrangements.

It is not necessary to complete M220x before selecting this course, but students should have a working knowledge of simple arithmetic.

Mathematics M320x
Investment Computations
Here is an opportunity to learn how money earns money. Following a brief review of arithmetic, the lessons explore investment at banks and trust companies, buying and selling stocks and bonds, and the purchase of life insurance and pension plans.

Students who select this course should have completed one mathematics course beyond elementary school.

Mathematics M322x
Business Computations
Although this ten-lesson course is entitled Business Computations, it is not intended only for persons working in the business world. It is a course which is of interest and help to those trying to cope with ordinary day-to-day business transactions. The course deals mainly with the trading of goods, from the wholesaler to the retailer and the consumer. Such topics as markup, profit, trade discounts, cash discount, and reductions in prices are covered. A good basic knowledge of arithmetic is the only requirement.

Mathematics M420x
Investment Computations
This course focuses on long-term financial undertakings, particularly home ownership. After a brief review of arithmetic, the course examines compound interest, annuities, mortgages, home insurance, municipal taxation, and statements of adjustment.

Completion of at least one mathematics course beyond elementary school is recommended.

Mathematics M422x
Business Computations
Taxes are a concern for everybody. This ten-lesson course deals with goods from the time they are manufactured or imported into Canada until they are purchased by the consumer. A major portion of the course is devoted to taxation by all levels of government – excise tax, excise duty, and sales tax as well as import duties and federal exchange. Payroll calculations is another topic that will be of interest to many. This course provides useful information to those employed in the business world as well as to individual citizens.

Science

The following twenty-lesson courses are offered:

General Science
Science SC101
Science SC201

Geology
Geology GL302

Physics
Physics P303
Physics P503

Chemistry
Chemistry C404
Chemistry C401
Chemistry C501

Biology
Biology BY402
Biology BY501

Although some previous work in secondary school Science is a definite advantage for students wishing to undertake grade 11 or grade 12 courses, those with no such previous training can request enrolment in some of the following courses: Geology GL302, Physics P303, Chemistry C404, Chemistry C401, Biology BY402.

For many of the science courses, kits containing laboratory equipment and chemicals are lent to students to enable them to perform experiments. Biological specimens are supplied for observation work. (Kits containing chemicals cannot be supplied to students living outside Canada or to persons living at points in Canada serviced only by air mail.)

Science SC101
This is an introductory science course. It is designed to help the student to develop powers of observation and skills in experimentation. The first ten lessons introduce the science of biology: the student learns how the cells of plants and animals differ in structure and function. The student then explores and compares the structure and life histories of animals that lack backbones (the invertebrates) with the structure and life histories of animals with backbones (the vertebrates). Once this material has been covered, the student is ready to understand how the important organ systems present in humans are constructed and how they function.

The next ten lessons introduce the student to the science of physics. Topics presented include: sound, pressure and its transmission, temperature and its measurement, and some properties of solids, liquids, and gases. Mastery of this course provides a strong foundation for the successful study of science courses at a more advanced level.

Science SC201
This course continues the study of biology and physics introduced in SC101. Topics in the biology section include: the structure and life history of flowering plants; the structure and life history of non-flowering plants; an introduction to the study of heredity; an introduction to the study of the relationship of plants and animals to their environment (ecology). Topics in the physics section include: force, work, energy and power, heat, light, and electricity. In the final lesson, chemical energy – a subject that is of great importance to all of us – is discussed.

Geology GL302
Beginning with a consideration of the work of the geologist and the methods used in the field, this course introduces the student to the fascinating study of the physical history and the development of life on the earth. It emphasizes practical aspects of geological study such as the interpretation of geological maps; examination of rock, mineral, and fossil specimens; testing of rock samples in the field; and practice in making observations. It explores the earth around us and below us and some of the important rocks and minerals that form part of its crust. It deals with the internal processes that produced, shaped, and gave texture to rocks, and the external processes that attack the earth's crust. It describes how the geologist measures the age of rocks and how certain historical data can be deduced from the study of fossils. The last part of the course acquaints the student with the structure, landscape features, and natural resources of Canada, and particularly those of Ontario.

Physics P303
(replaces P301 and P300)
The aim of this new course is to provide the student with an interesting and relevant study of the most fundamental concepts and ideas of physics.

P303 forms a natural link with advanced studies in physics at the secondary level, although it will also serve the student who wishes to consider Physics with no intention of any further study in the field.

It is a comprehensive course, built on a modular approach that includes the following core topics: waves, light, sound, mechanics, electricity, magnetism, electromagnetism, electronics, and atomic physics.

It is hoped that the student will achieve the following goals: an attitude of scientific curiosity; the application of the scientific method, with recognition of its limitations; the interpretation of experimental results in terms of mathematical relationships; problem solving through organization and application of data; recognition of technological and engineering activities as applications of the principles of physics and the understanding of these activities in basic terms; an awareness of the historical development of ideas and concepts in physics, and the evolving nature of its theories.

The student is helped to achieve these goals through the use of many sample problems and practice exercises.

Physics P503
The study of physics is a continuing process by which man seeks to understand the nature of the physical world. In this course the student gains an appreciation of the interrelationship that exists between experimentation and theory. Emphasis is placed on the understanding of physical principles and their application to new situations. The student will study some of the fundamental concepts of physics, learn how knowledge of these concepts is obtained, and learn to evaluate experimental data critically. Emphasis is also placed on the ability to reason rather than to memorize. It is desirable that the student have standing in at least one course in basic physics before enrolling in this course. P301 or its equivalent is more than adequate in this respect. Some of the topics studied include: communication of information in science; how light behaves; laws and models; motion, vectors, and Newton's laws of motion; momentum and its conservation; work; kinetic and potential energy; electrostatics and electric fields; electrical energy and potential; the electromagnetic spectrum; the Rutherford atom; the photoelectric effect, photons, matter waves, and the energy levels of atoms.

The text is:
Haber-Schaim, U. et al. *PSSC: Physics*. 4th ed. Toronto: D. C. Heath, 1976.

Chemistry C404
C404 is a non-intensive study of such topics as properties and the classification of matter, the structure of the atom, bonding of atoms, chemical equations, ions in solution, electrolysis, acids, and bases. It includes experiments to be performed by the student, who can thus share in the excitement of science and the power of discovery. The student gains practice in making observations, organizing facts, and forming valid conclusions. The results of the experiments are used as a basis for lessons involving theoretical principles. Several lessons are devoted to current topics of importance such as air pollution, water pollution, food chemistry, and medicines and drugs. A student who wishes to prepare for C501 should choose C401 rather than C404.

Chemistry C401
In this course emphasis is placed on understanding the nature of elements and compounds and the reactions they undergo. Theories of the structure of atoms and aggregates of atoms are introduced early so that these ideas can be used in subsequent discussions. The states of matter, the language of chemistry, chemical reactions, atomic weights and molecular weights, solutions, formation of ions, and the periodic classification of elements are among the topics included. Wherever possible, a topic is illustrated by an experiment and the result used to develop theoretical concepts. C401 prepares the student for C501.

Chemistry C501
The emphasis in this course is on understanding the principles of chemistry rather than on acquiring factual knowledge. A more advanced treatment of the basic concepts studied previously is offered, and the student performs more involved experimental work wherever such investigations are feasible. Atomic structure, solutions, chemical bonding, oxidation and reduction, aqueous acids and bases, energy in chemical reactions, molecular structure, qualitative and quantitative aspects of equilibrium, and the transition elements are some of the topics examined. It is desirable that a student selecting this course have a knowledge of basic chemistry (in particular the gas laws, the structure of the atom and the periodic table, chemical reactions, the mole concept, nomenclature, equations, and information derivable from balanced equations) and a reasonable facility in mathematics. C401 or its equivalent would provide this background.

The text is:
O'Connor, P. R. et al. *Chemistry: Experiments and Principles.* Toronto: D. C. Heath, 1968.

Biology BY402
The origin of life, its characteristics, and variations provide the basic theme for the course. The student is given the opportunity to learn about the structure and life cycles of organisms, starting with the sub-microscopic viruses. Other organisms studied in a similar manner include bacteria, algae, fungi, flowering plants, protozoans, flatworms, insects, fishes, amphibians, reptiles, and mammals. Later lessons deal with the science of heredity, human genetics, ecology, pesticides, and pollution. Data on the population explosion and some problems of space travel are also presented. Students who enrol in this course are required to do dissections of preserved specimens, including insects, a fish, and a mammal (white rat).

With this training in biology as a background, the student is equipped to take an informed stand on many current social issues. The course is of special value to students who are planning careers in nursing, other health service occupations, or careers related to the natural sciences.

Biology BY501
The biology program at this advanced level is designed to help a student prepare for life-science courses at the university level. It emphasizes biochemistry, or the chemistry of cell activity. This includes a study of organic molecules and chemical syntheses. It explains the roles of ADP and ATP in the storage and release of energy in cells and of DNA and RNA in the genetic code.

Additional topics include a survey of the structure and function of organs and organ systems in plants and animals, including humans. The student will learn about the principles of classification, Mendelian genetics, and the reproduction and development of organisms, and will become aware of the evidence for evolution and the mechanism by which it is achieved.

Completion of an introductory course in chemistry is recommended.

The text is:
Galbraith, D., and Wilson, D. G. *Biological Science: Principles and Patterns of Life.* Revised edition. Toronto: Holt, Rinehart and Winston, 1966.

Technical Subjects

The following courses are offered:
Carpentry CY300
Basic Carpentry

Drafting D202
Basic Drafting

Drafting D308x
Introduction to Blueprint Reading

Drafting D318x
Intermediate Blueprint Reading

Carpentry CY300
Basic Carpentry
This course is designed for anyone interested in acquiring knowledge in basic carpentry and the building trades and in developing the fundamental skills useful to the carpenter or homeowner. The main purpose of this course is to teach the fundamental principles of general woodworking, the selection and care of tools, their proper use, and the interpretation of printed information and instructions as they apply to carpentry and building construction.

CY300 is made up of twenty units of instruction which contain both theory and practical work. Each unit consists of instruction and assignments, either written or practical, or both. Students will have to provide their own tools in order to complete the practical assignments and projects that are part of the course. All of the tools required by students are relatively inexpensive and most are standard items in any homeowners tool box. Some of the topics covered include: lumber, tools and their care, hand-tool operation, fastening techniques, blueprint interpretation, joints and mouldings, building construction, and domestic repairs and maintenance.

The Correspondence Education Branch will supply a student kit of special scale-sized lumber and timber required for certain student projects.

No additional credit will be obtained in this course by any student who has completed an introductory course in carpentry elsewhere.

Drafting D202
Basic Drafting
This course introduces the student to fundamental drafting procedures and develops the student's skills in the use of basic drafting equipment and special drawing techniques.

Assignments in blueprint reading complement each phase of the twenty-lesson course. Metric drawing is also introduced. The topics covered include: simple and multi-view drawings, theory of shape description, orthographic projection, shop processes, dimensioning, isometric drawing, and sectioning.

A drafting kit will be lent to students after they have completed several introductory lessons.

No additional credit will be obtained in this course by any student who has completed an introductory course in drafting elsewhere.

Drafting D308x
Introduction to Blueprint Reading
This course is designed for students who have no previous knowledge or training in the reading of engineering drawings. D308x is basically a reading course designed to develop fundamental skills in reading and interpreting technical drawings as they apply to industry. It consists of ten units of instruction, print-reading assignments, and a final supervised test. Some of the topics covered include: third-angle projections, angular dimensions, scale drawings, tolerances and allowances, steel specifications, and casting designs.

Drafting D318x
Intermediate Blueprint Reading
This course is a continuation of D308x. It consists of ten units of instruction, blueprint reading assignments, and one final supervised test.

Some of the topics covered include: assembly drawings, conventional sectioning methods, metric dimensioning, welding drawings, and geometrical tolerancing problems.

Visual Arts

The following courses are offered:

Practical

Art A200
Beginning in Art

Art A401x
Composing Your Art

Art A402x
Style in Art

Art A501
The Artist's Study

Art Appreciation and History

Art A301
Through Artists' Eyes

Art A303x
Art to 1500

Art A403x
Great European Art

Related Arts Courses

Theatre Arts TA300
Introduction to Drama

Art A302x
Prints Without a Press

Film Arts FA402x
Film, the Lens, and You

Film Arts FA404x
Cinematography

Art A200
Beginning in Art

Everyone has some artistic potential. It is the purpose of this course to develop the skills of the beginning artist by means of a series of practical projects that introduce the elements and principles of visual art. Drawing and painting techniques, subject matter, and style are some of the artistic questions examined and explored through practical projects. No background in art is required and a basic art kit is supplied.

Art A401x
Composing Your Art

Art is creative expression; yet even the art student who has some background in drawing and painting sometimes has difficulty in thinking of something creative and original to say. The aim of this course is to stimulate originality in content and composition. Ideas are suggested in illustrations, diagrams, and written descriptions. The student is provided with an art kit and some basic materials.

Art A402x
Style in Art

In gaining experience, every artist gradually develops a personal means of expression in art, a personal style. In this course the art student carries out a series of practical projects that are designed to increase awareness of the significance of style in art and to help develop a distinctive style. An art kit and a book of reproductions are lent to the student.

Art A501
The Artist's Study
Practical projects in drawing and painting and the history of art in Europe and America from 1800 to the present are the two themes of this advanced course. Optional projects give the student an opportunity to learn more about the two- or three-dimensional arts or crafts. Project assignments are arranged so that students can benefit from their correspondence teachers' assessment of their sketches and rough work before proceeding to the final composition. The course is worth one credit towards the Ontario Secondary School Honour Graduation Diploma. Since students taking this course should have a basic grounding in art history and in practical art, two previous art courses at the secondary school level, or their equivalent, are a desirable basis for A501.

The text is:
Brieger, Peter et al. *Art and Man.* Book 3. Toronto: Holt, Rinehart and Winston, 1964.

Art A301
Through Artists' Eyes
It has been said that the artist teaches us how to see; yet we often have difficulty understanding the bizarre creations he fashions for our viewing. The complex, fascinating world of art is the subject of this comprehensive study. Graphics, drawing and painting, art history, photography, television, and commercial and industrial art are just a few of the topics covered in a course that ranges from a discussion of how to look at a painting to a survey of the inventions of architectural technology. Projects are designed to increase the student's sensitivity to the world of art that surrounds us. There is no text, but a portfolio of reproductions is lent to students. No art background is required for enrolment in the course.

Art A303x
Art to 1500
Here is the story of cave paintings and pyramids, of Minoan palaces and Greek temples. Roman engineering and Byzantine mosaics are discussed. Medieval manuscript illuminations are studied, and the course ends with a description of the art of the Gothic era. One textbook, *Art and Man,* Book 1, is lent to the student. No previous background in art or history is required for enrolment in the course.

Art A403x
Great European Art
A continuation of the story of art begun in A303x, this course traces the development of European art from the end of the Gothic era in the early fourteenth century, through the Renaissance, Baroque, and Rococo periods to the early eighteenth century.

Against the turbulent background of the change from feudalism to the beginning of the rise of the nation state emerged the great masters, Botticelli and Michelangelo, Dürer and Rembrandt, Rubens, Velasquez, Poussin, and Sir Christopher Wren, to name but a few.

The course provides students with criteria upon which to base their judgment of the art of any period. A book of reproductions is lent to the student and a bibliography for further research is suggested.

Theatre Arts TA300
Introduction to Drama
The art of acting and the nature of the theatre are the major themes developed in this introduction to drama. Basic acting skills such as the controlled use of voice, mime, and improvisation are described. The history of drama, characterization, mood, and feeling, and such production concerns as stage design, set design, costumes, lighting, and sound effects are examined. The aim of the course is to develop the student's self-awareness and sensitivity to drama, and encourage the student to participate in dramatic productions. A supplementary text, *The Magic Mask* by Marguerite Dow, is lent to the student. No previous background is needed for enrolment in the course.

Art A302x
Prints Without a Press
Printing consists of any of the means artists and artisans use to duplicate an image. Hand-printing techniques have been a means of creative expression for centuries.

The printmaking techniques introduced in this course – monoprints, stencils, cardboard cuts, and lino cuts – are simple to learn, yet have the potential of yielding sophisticated results in the hands of a creative artist. Some previous background in art would be helpful to the student taking printmaking. There is no text but a printmaking kit is supplied.

Film Arts FA402x
Film, the Lens, and You
The purpose of this introductory course is to explore the possibilities of film, the camera, and the darkroom in order to develop the student's potential as a photo artist. Some information about the science of photography is included, and some of the techniques useful in photographing are described to enable the student to recognize a worthwhile subject and how to proceed. The course is designed for the amateur photographer who is primarily interested in photography as self-expression. Emphasis is on the practical rather than the theoretical. Students are encouraged by means of assignments and projects to develop their own awareness and skills in photography. For this reason, students are required to supply their own camera and film. There is no text for this course, but a portfolio of prints is lent to each student.

Film Arts FA404x
Cinematography
The art of making movies is the subject of this course. Film-making and film appreciation are its twin objectives. Emphasis is on the practical rather than the theoretical. Students are encouraged by means of assignments and projects to develop their own skills in filming. For this reason, students must have access to a movie camera in order to take the course. Topics covered in the course include the principles of photography, composition, animation, film technology, film criticism, history and genre, and making your own film. It is not necessary for students taking this course to have a background in photography or filmmaking.